



GOVERNOR'S OFFICE OF  
CRIME CONTROL & PREVENTION

Governor's Office of  
Crime Control & Prevention

Grant Management System

User Manual for  
External (Sub-Recipient)  
Users

Version 4.7

Last Update Date: 11/26/2012

## Table of Contents

1	Introduction .....	1
1.1	Record Locking .....	1
2	Getting Started – the GOCCP Grant Management Home Page .....	2
2.1	Register as a GMS User .....	3
2.1.1	Create a GMS Login .....	3
2.1.2	Create a Password .....	3
2.2	Log Into GMS .....	3
2.2.1	I Forgot My GMS Password .....	3
3	Quick Reference .....	5
4	Navigating GMS .....	6
4.1	GMS and Your Computer .....	6
4.2	The GMS Home Page .....	8
4.2.1	Header Bar .....	8
4.2.2	Navigation Menu Bar .....	11
5	Grant Management .....	19
5.1	Introduction .....	19
5.2	Creating Grant Applications .....	19
5.2.1	Apply for a Grant .....	19
5.2.2	Add a Budget Revision .....	53
5.3	Maintaining Grant Awards .....	58
5.3.1	Perform Financial and Programmatic Reporting .....	58
6	Appendix – List of Figures .....	70

# 1 Introduction

The web-based GOCCP Grant Management System (GMS) provides a single portal through which all of the tasks associated with applying, awarding, and managing of GOCCP grants are performed. Actual access to certain sections of the GMS are based on permissions assigned to each user.

Internal GOCCP staff use the system to:

- Manage all funding programs and grant funding distribution information
- Make funding available for applicants
- View, administer, and manage all grant applications and grant awards
- Manage the contacts and organizations databases
- Administer user access to the system
- Create and process reports

External organizations (sub-recipients) use the system to:

- Input and manage information pertaining to their organization
- View/search for available funding
- Apply for grants
- View the status of grant applications
- Manage / maintain compliance information for awarded grants

## 1.1 Record Locking

GMS is a multi-user system – many internal and external users may be logged on and working in the system simultaneously. For this reason, GMS uses record-locking to avoid two users editing the same application, award, funding program or other system features at the same time.

- If you attempt to edit a record in GMS and you receive an error message indicating the record is locked, check with other users in your organization to be sure no one else is editing the same record.
- If this does not solve the problem, please email us by clicking the red question mark icon shown in the top right corner of every screen and clicking the [contact support](#) link.

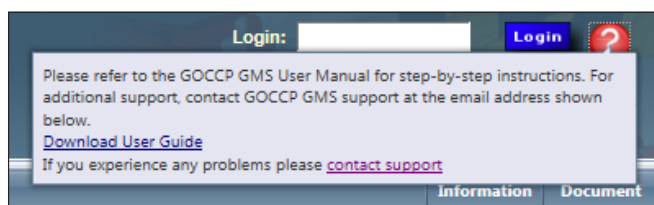


Figure 1 - Contact Support

## 2 Getting Started – the GOCCP Grant Management Home Page

The GOCCP Grant Management home page is accessible to the public and provides a summary of the active NOFAs (Notice of Funding Availability) along with an area for authorized users to log into the secure GMS.

- It is a non-secure web page and as such only provides a list of available NOFAs and the parameters associated with each.
- You can view detailed NOFA information upon successful login with a valid Login and Password.

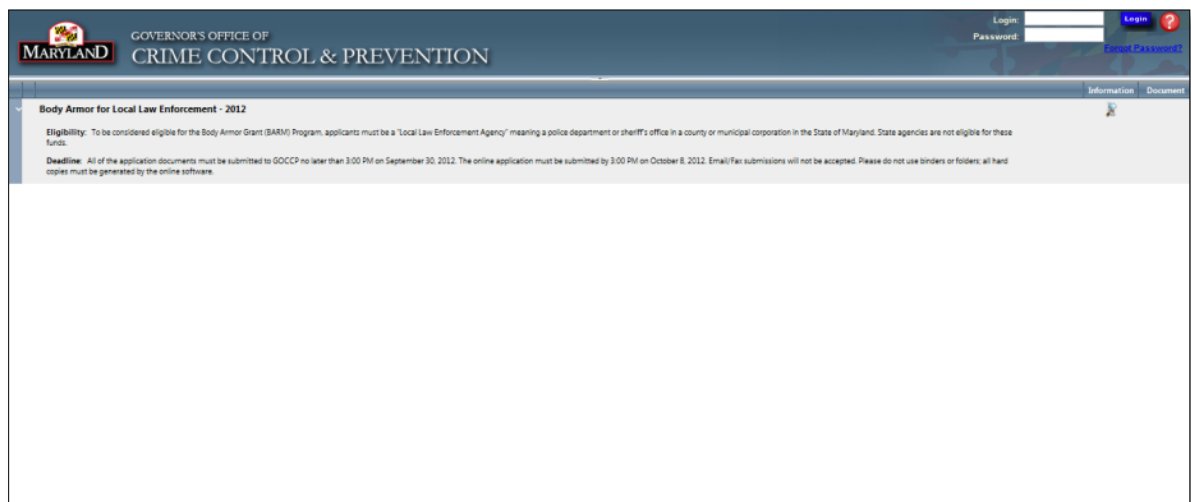


Figure 2 - Public View of GOCCP GMS Website

- Available GOCCP NOFAs are listed on the page with its Eligible community and the Grant Application Deadline date. Each NOFA also contains two additional sources of information for the user:
  - NOFA Detail Summary is accessible from the Information column by clicking the magnifying glass icon. This view provides initial parameters on the available funds such as Start Date, End Date, Online Application Deadline, Hardcopy Application Deadline, Funding Year, Eligibility Description and Deadline Description.
  - If additional documentation for a NOFA is available, a document download icon appears in the Document column of the NOFA record.
- If there are more NOFA records than can be displayed on one page, a page navigation tool is provided at the bottom of the Home Page to help you navigate through the entire list of NOFAs.

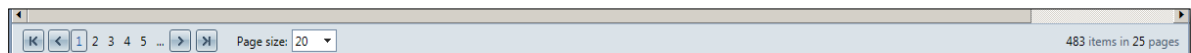


Figure 3 - Page Navigation Tool

Please refer to the section **Navigating GMS** for a more detailed description of navigation features in GMS.

## 2.1 Register as a GMS User

### 2.1.1 Create a GMS Login

Create a Login that will uniquely identify you in GMS.

- Choose a user name you will easily remember, for example your first initial + last name
- Use only alphanumeric characters (a-Z, A-Z, 0-9) – special characters (#, !, ?, etc.) are not accepted

### 2.1.2 Create a Password

Your password must be at least **8** characters in length with at least **1** special character (non-alphanumeric characters such as &, \$, #, %, etc.). If the password you enter does not meet these requirements, you will see the following error message:

Password: Minimum characters required: 8 non-alphanumeric characters required: 1

**Note:** Passwords are case-sensitive.

## 2.2 Log Into GMS

Enter your Login (GOCCP-assigned User ID) and Password in the top right hand corner of the GOCCP Home page and click on the Login button to access GMS.



Figure 4 - GMS Login

### 2.2.1 I Forgot My GMS Password

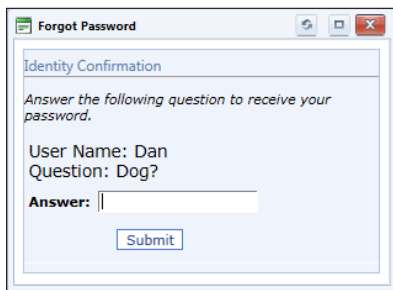
Your GMS user account will be locked if you attempt to log in with an incorrect password **five** times in any **ten** minute period.

If you forget your password and have not made enough attempts to cause your account to be locked, you can request a password reset:

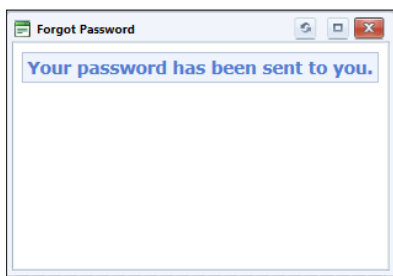
1. Click on the Forgot Password? link shown in Figure 4.
2. Enter your User Name (this is the User ID you log into GMS with, not the email address associated with your User ID) then click the Submit button.



3. The Identify Confirmation dialog box is displayed next. Type the answer to the security question you chose when setting up your GMS account, then click the Submit button.



4. You will then receive a confirmation message that your request has been received.



5. A new password will be sent to the email address registered with your User ID.
6. Return to the GMS Login screen and log in with your User ID and the new password that was emailed to you.

**Note:** If you've made **five** attempts within a **ten** minute period and your account has been locked, contact GOCCP Admin Support Staff. With proper verification, they will unlock your account and reset your password.

The following quick reference sheet provides a high-level overview of commonly used GMS features:

**Navigation Bar**  
Float your cursor over a menu item to see choices.

**Location Bar**  
Changes to show you where you are in the system.

### Sort Fields

Click on any column heading in a dashboard to sort the display by that heading. Click once for ascending, twice for descending order.

### Search Fields

Type text into search boxes under column headings (when available) the hit ENTER to return records that match (exact or partial).

## Drop-Down Lists

Click the arrow on a drop-down list and select an item to narrow the list of records.

<b>Grant Management</b>	<b>Funding Management</b>	<b>Address Book</b>	<b>Action</b>
Grant Management Application Search Award Search	Funding Programs Funding Year GFOs	Organizations Contacts	Change My Password Change My Security Q/A

- Available Funding
- Applications
- Grant Awards

## Home Screen

The screenshot displays the Governor's Office of Crime Control & Prevention website. The top navigation bar includes links for Home, Grant Management, Funding Management, Address Book, Admin, and Logout. The main content area is divided into two sections: Available Funding and Applications.

**Available Funding Section:**

- Table Headers:** Code, Title, Deadline, Action, View, Docs, Apply.
- Filters:** A red circle labeled 'A' highlights the 'Active' status filter.
- Data Row:**
  - Code:** BCCP
  - Title:** Baltimore City Community Policing - 2012
  - Deadline:** 9/30/2012
  - Action:** A red circle labeled 'B' highlights the 'Status' dropdown menu.

**Applications Section:**

- Table Headers:** Title, App #, Project Title, Start Date, End Date, Status.
- Data Rows:**
  - Row 1:** 2012-SP-0021, State Aid for Police Protection, 07/01/2012, 09/30/2012, Awaiting HHS Copy.
  - Row 2:** 2012-MV-0012, Resident Police Department Park Home Victim Advocacy, 07/01/2012, 09/30/2012, Awaiting HHS Copy.
  - Row 3:** 2011-BJ-0017, S-Ticket Expansion Program, 10/01/2011, 09/30/2012, Awarded.
  - Row 4:** 2010-SP-0120, State Aid for Police Protection, 07/01/2011, 06/30/2012, Awarded.
  - Row 5:** 2011-CV-0013, Violence Prevention Initiative, 07/01/2011, 06/30/2012, Awarded.
  - Row 6:** 2011-SE-0045, Christmas Patrols, 08/01/2011, 06/30/2012, Awarded.
  - Row 7:** 2010-PH-0003, Anti-Gang Initiative, 10/01/2010, 09/30/2011, Awarded.
  - Row 8:** 2010-LI-0042, Teen Collision Assistance - LITS, 04/01/2011, 09/30/2011, Awarded.

**Grant Awards Section:**

- Table Headers:** Title, Grant #, Project Title, Start Date, End Date, Amount, Status.
- Data Rows:**
  - Row 1:** B-HS-2010-1002, S-Ticket Expansion Program, 10/01/2011, 09/30/2012, \$14,000.00, Award In Compliance.
  - Row 2:** CSAP-2012-1010, Violence Prevention Initiative, 07/01/2011, 06/30/2012, \$120,000.00, Award In Compliance.
  - Row 3:** PD000-2009-1008, Anti-Gang Initiative, 10/01/2010, 09/30/2012, \$10,000.00, Award In Compliance.
  - Row 4:** SAPP-2012-1187, State Aid for Police Protection, 07/01/2011, 06/30/2012, \$801,408.00, Award In Compliance.
  - Row 5:** SAPP-2012-1343, Christmas Patrols, 08/01/2011, 06/30/2012, \$18,000.00, Award In Compliance.

A red circle labeled 'C' highlights the 'Status' column header in the Grant Awards table.

Context-sensitive Menus guide you through the process of applying for a grant or managing funding programs & grants. When you click an item in the menu, the right-side window displays fields for required information associated with the menu item. If you see a **SAVE** button, you must click it when you are finished, or you will lose the information you entered. If you do not see a **SAVE** button, the information is automatically saved when you enter it.

[illegible]

### Drag & Drop

Example: Add an organization to a Grant Fund Distribution (GFD) by clicking and holding on the organization in the Available Organizations pane, dragging it to the top of the Eligible GFD Organizations pane, and releasing when you see the dotted line.

[illegible]

The + Add new record button appears anywhere in the GMS that you are able to add new records. Click on the + icon, and the fields to enter the new information into will appear directly below "Add new record".

VDC-2022-1287      88,49.00      2789.76

 Add new record

Assigned Date	Initiated Date	Site Visit Date	Closing Letter Sent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Initiation			<input type="text"/>

No records to display.

*If there is a Save button, you must click it to save your work before moving on.*

Information in this pane changes according to the item you click in the Context Menu.

## 4 Navigating GMS

### 4.1 GMS and Your Computer

GMS is a web-based application designed to run entirely from within your web browser. The GMS user community is comprised of many different individuals and organizations using various types of computers, operating systems, monitors, screen resolutions, and web browser settings.

Based on your computing environment, the appearance of some GMS screens can vary from what is shown in this manual. The functionality does not change, but some screens can vary in appearance. For example, on one computer the Grant Award Face Sheet will display data entry fields *beside* their labels, as shown in Figure 5:

The screenshot displays the 'GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION' interface. A navigation menu on the left includes options like 'Home', 'Grant Management', 'Funding Management', 'Address Book', 'Reports', 'Admin', and 'Logout'. The main content area is titled 'GRANT AWARD FACE SHEET' and contains several sections: 'GRANT SEQUENCE NUMBER', 'PROJECT TITLE', 'APPLICANT AGENCY', 'IMPLEMENTING AGENCY', 'COUNTY/MUNICIPALITY', and 'GRANT ROLES'. Each section has a label and a corresponding data entry field. A red box highlights the 'PROJECT DATES' section, which includes fields for 'GFD Code', 'GFD Title', 'Funding Start Date', 'Funding End Date', 'Start Date', and 'End Date'. The 'GRANT ROLES' section lists roles such as 'Project Director', 'Fiscal Officer', 'GOCCP Regional Monitor', 'GOCCP Funding Manager', and 'GOCCP Fiscal Specialist'.

Figure 5 - GMS Screen: Data Fields Appear Beside Labels

While on another computer – one that uses a different screen resolution or different web browser settings – the data entry fields are displayed *below* their labels, as shown in Figure 6:



GOVERNOR'S OFFICE OF  
CRIME CONTROL & PREVENTION

Welcome back, superadmin! Logout

Home Grant Management Funding Management Address Book Reports Admin Logout

Grant Management > Award Search

Grant Number: VAWA-2011-1021 Awarded: \$62,000.00 Award Reported %: 100.00 % Match: \$103,757.00 Match Reported %: 71.65 % Project Dates: 10/01/2011 - 09/30/2012 Title: Domestic Violence Prosecution Grant Award Status: Award In Compliance

**GRANT SEQUENCE NUMBER**  
Sequence Number: 1021

**PROJECT TITLE**  
Project Title: Domestic Violence Prosecution

**APPLICANT AGENCY**  
Carroll County Board of County Commissioners  
☐ Is service site?  
Address: 225 North Center Street, Room 300  
City, State Zip: Westminster, MD 21157  
Org. Type: Local Government  
County: Carroll  
Auth. Official: J. Douglas Howard

**IMPLEMENTING AGENCY**  
Carroll County Board of County Commissioners  
☐ Is service site?  
Address: 225 North Center Street, Room 300  
City, State Zip: Westminster, MD 21157  
Org. Type: Local Government  
County: Carroll  
Auth. Official: J. Douglas Howard

**COUNTY/MUNICIPALITY**  
County: Carroll  
Municipality: [Select One]

**PROJECT DATES**  
GFD Code: VAWA  
GFD Title: Violence Against Women - 2013  
Funding Start Date: 7/1/2011  
Funding End Date: 6/30/2013  
Start Date: 10/1/2011  
End Date: 9/30/2012

**AWARD DATES**  
Approved Letter Pending: 9/19/2011  
Award Letter Sent: 9/26/2011  
Award Accepted: 10/31/2011  
Accept Package Sent: 9/26/2011  
Proj Commencement Recvd: 10/31/2011

**INVENTORY**  
BRIEF Received

Figure 6 - GMS Screen: Data Fields Appear Below Labels

The functionality has not changed – only the location of the data entry fields have.

When differences in displays or resolution cause fields to be pushed down the page, a vertical scroll bar will appear; simply scroll down the page to see the additional fields.

## 4.2 The GMS Home Page

The secure GMS Home Page is displayed upon successful login:

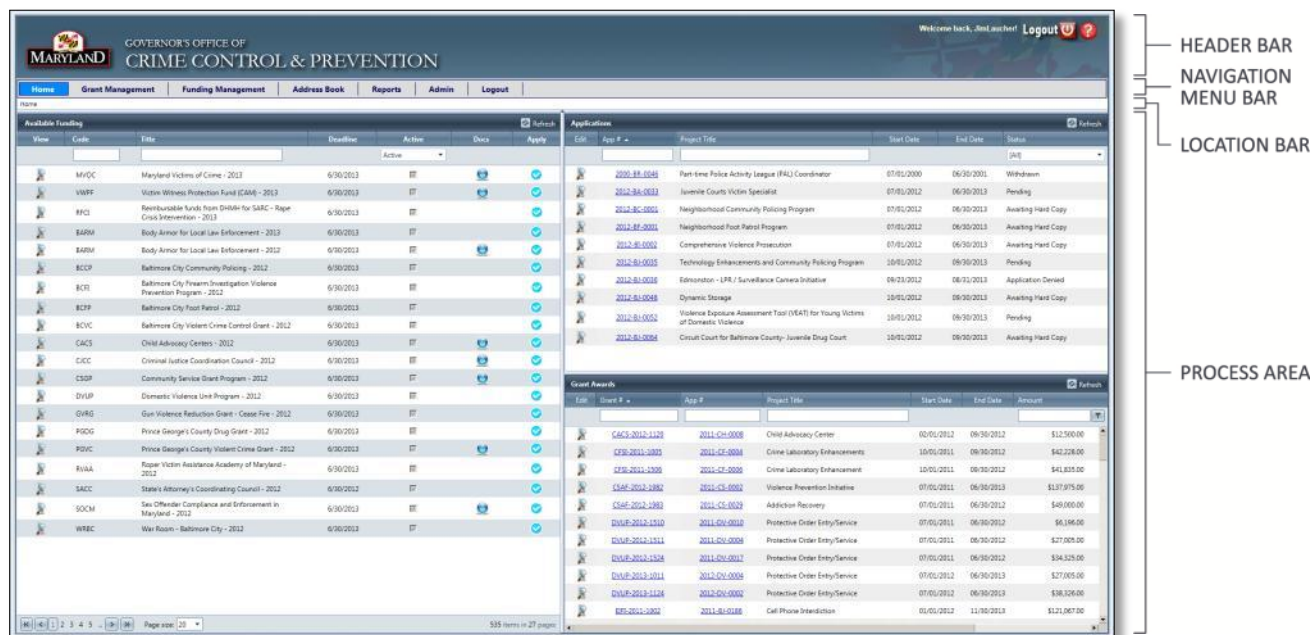


Figure 7 - GMS Home Page

The GMS interface consists of the *Header Bar*, *Navigation Menu Bar*, and *Location Bar* which are fixed in place and appear at the top of every screen throughout GMS. The *Process Area* changes based on the task you are currently performing.

### 4.2.1 Header Bar

The Header Bar displays the GOCCP logo and appears at the top of every screen in GMS. It contains links for logging in & out of GMS, accessing a PDF version of this manual, and contacting customer support.



Figure 8 - GMS Header Bar

- Click the Logout button at any time to leave GMS, which will log you out regardless of where you are in the system. Be sure to SAVE your work BEFORE clicking the button.
- Click on the Help button (question mark in the red bubble) if you need help with a procedure or wish to contact technical support at any time while using GMS.

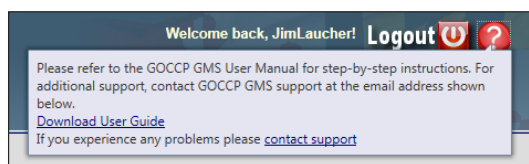


Figure 9 - GMS Help Button

- Within the Help button pop up box, click the *Download User Guide* link to download a PDF version of the GMS User Manual, or
- Click the *Contact Support* link to send an email to support. Doing this will create a new message addressed to *GMSsupport@goccp.state.md.us* using your default email program. NOTE: If your default email program does not open when you click on the Contact Support link, you can copy this email address, create a new email as you normally would, and paste this email address into the TO: line.

Note: You can hide the Header Bar at any time by clicking on the center-arrow on the bottom border of the Header:

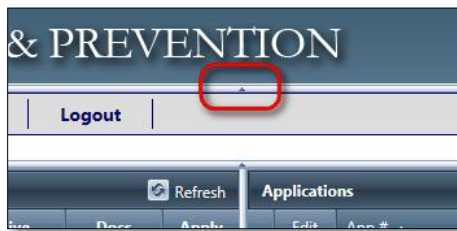


Figure 10 – Header Bar Center-Arrow

Click the center-arrow once to hide the Header Bar:

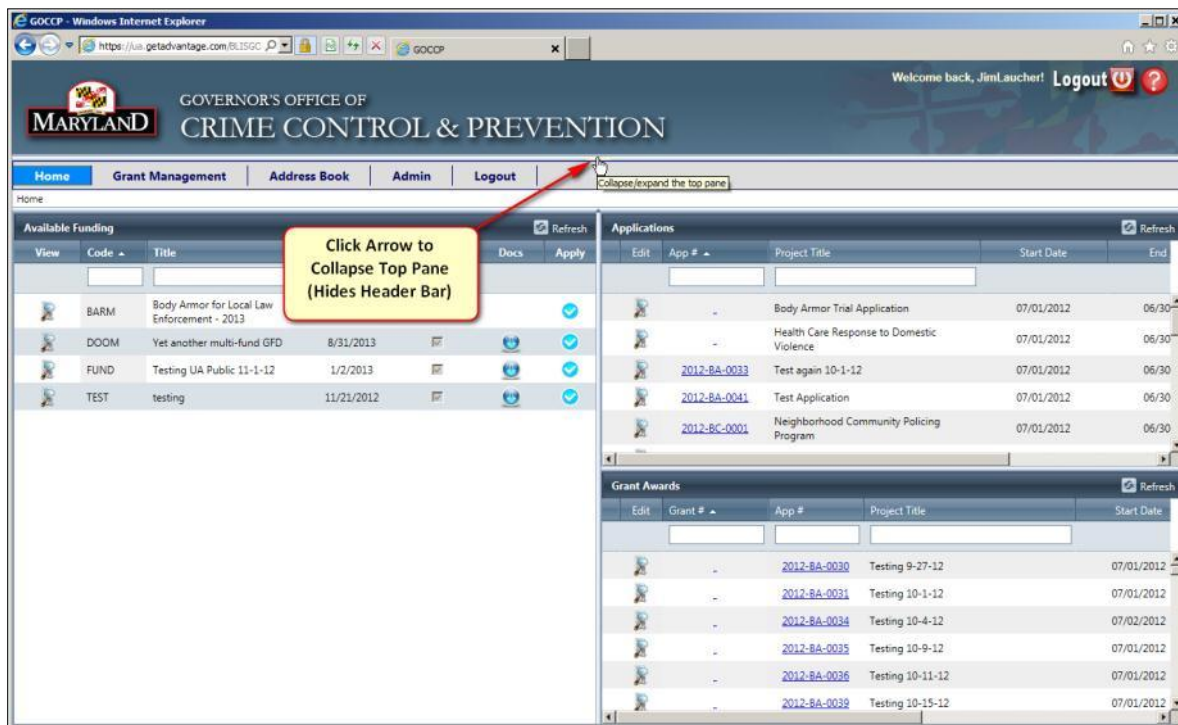


Figure 11 – Click Center-Arrow to Hide Header Bar

Click the center-arrow again to show the Header Bar:

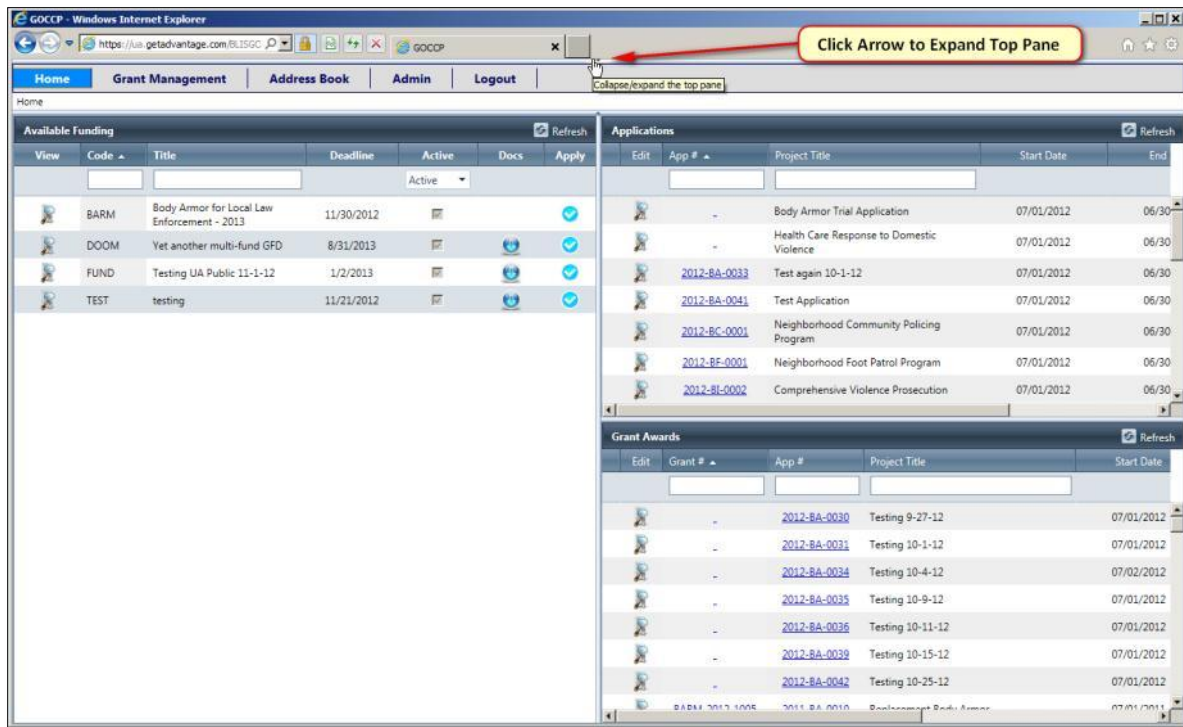


Figure 12 – Header Bar Hidden

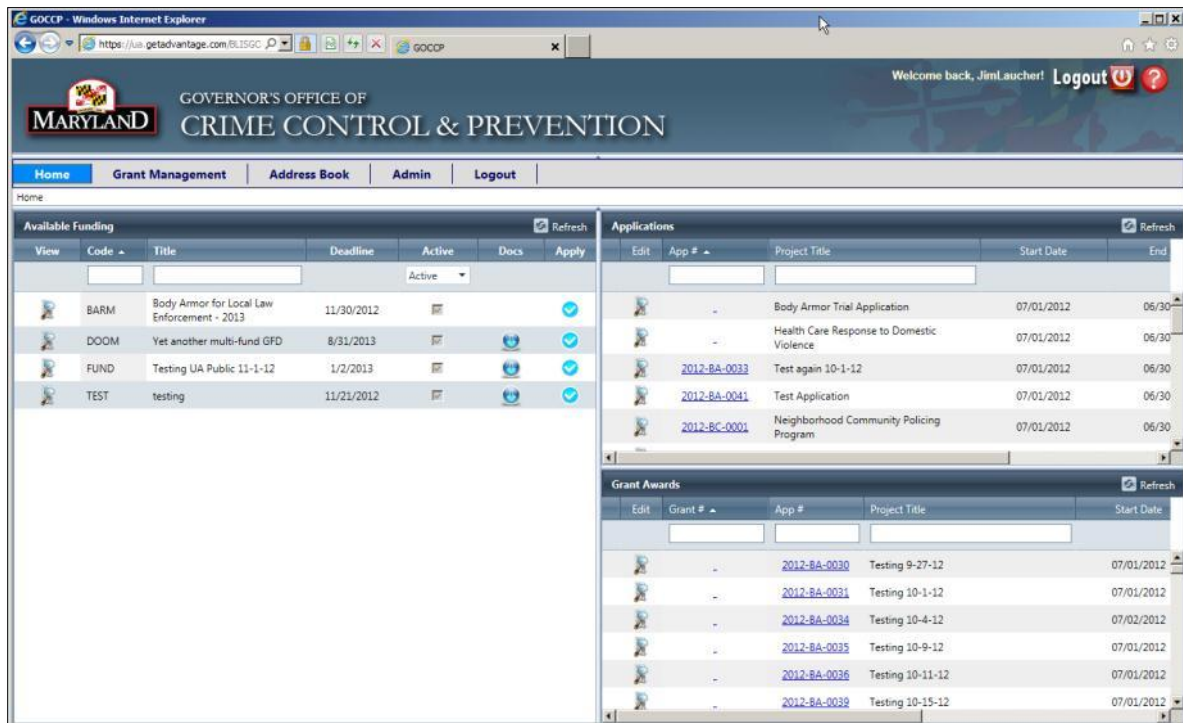


Figure 13 – Header Bar Shown





- **Column Headings:** The columns determine which fields of a record are displayed. For example, a complete grant application record may contain over 20 fields of information, but in the Applications dashboard only the high-level information is shown (the Application Number, Project Title, Start Date, End Date, and Status fields). NOTE: You can sort the records in your dashboard by the column headings – refer to the section **Error! Reference source not found.** for instructions.
- **Search/Filter Fields:** Using these fields, you can search for specific records or narrow the list of records shown by creating a filter. Refer to the section **Error! Reference source not found.** for instructions on searching and filtering records.
- **Records:** Individual funding opportunities, grant applications, or grant awards, depending on which dashboard you are viewing. Each record is displayed in it's own row.
- **Action Columns:** Each dashboard may have one or more columns which display an icon in each record. In these columns, the fields do not contain information about a record, but rather allow you to perform an action on the record. For example, in the Application dashboard shown in Figure 15, the first column is the Edit action column; clicking the icon in that column in a specific row will allow you to edit that application.
- **Scroll Bars:** If a dashboard has more columns than will fit in the current frame, a horizontal scroll bar will appear. By moving your pointer over the scroll bar then clicking and holding the left mouse button down, you can drag the scroll bar to the right in order to view any columns that don't fit within the frame. The same is true for records – if the dashboard contains more rows than will fit in the frame, a vertical scroll bar will appear which will allow you to scroll up and down through the records.



Figure 16 - GMS Home Page Dashboard Scroll Bars

- **Resizable Frames:** Each dashboard is surrounded by a thin frame. You can change the number of columns or rows displayed in a dashboard by moving your pointer over the frame until it changes to the double-sided arrow, clicking and holding the left mouse button, dragging the frame to either side or up/down, then releasing the mouse button.

NOTE: You can re-size the width of any column by placing your pointer between columns in the Headings Section:

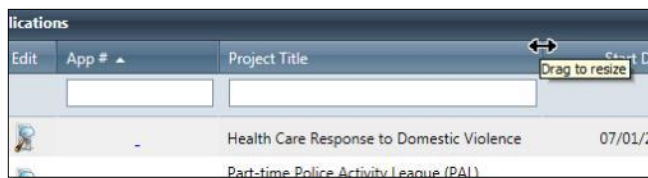


Figure 17 - Resize Dashboard Column Headings

- **Page Navigation Tool:** The Available Funding dashboard displays a tool at the bottom of the frame which allows you to change the number of records shown per page and easily navigate to any page. Figure 18 shows the action each button performs:

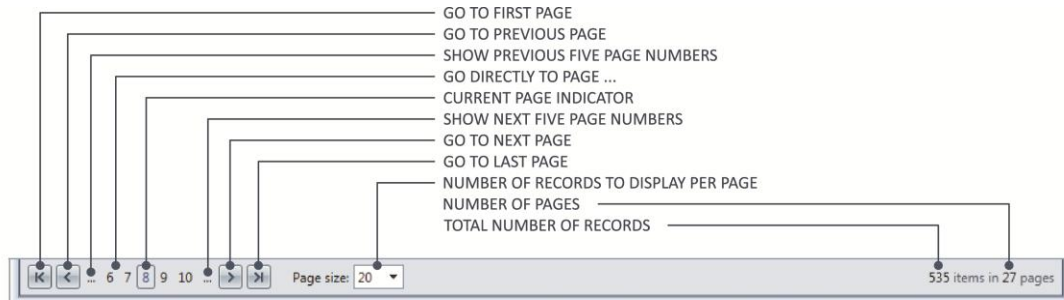


Figure 18 - Page Navigation Tool

This navigation tool is shown throughout GMS where there are many records to navigate (for example in the Application Search and Award Search screens).

- Control the number of records displayed in the current frame by clicking on the drop-down list beside Page Size and selecting 10, 20, or 50. The total number of records stays the same, but the number of pages (shown in the lower right side) updates based on how many records per page you select.
- Click on any of the navigation arrow boxes to move through the pages of records, or select a specific page by clicking on the page number as shown in Figure 18.

#### 4.2.2.1.1 The Available Funding Dashboard

The Available Funding dashboard displays a list of funding programs (Notice of Funding Availability – NOFAs) that you can use to apply for a grant, as shown in Figure 19.

Available Funding <span>Refresh</span>						
View	Code	Title	Deadline	Active	Docs	Apply
				Active		
	CJCC	Criminal Justice Coordination Council - 2012	6/30/2013			
	CSGP	Community Service Grant Program - 2012	6/30/2013			
	DVUP	Domestic Violence Unit Program - 2012	6/30/2013			
<div> <span>Navigation icons</span> Page size: 20 535 items in 27 pages </div>						

Figure 19 - GMS Home Page - Available Funding Dashboard

The following fields are shown in columns for each NOFA record:

- View:** Click the magnifying glass icon in this column to display a popup window the basic parameters of the funding program as shown in Figure 20, including a Summary, Start and End Date, Grant Application Deadline Dates, and Eligibility Requirements.



Figure 20 - NOFA Basic Parameter Information Pop-up Window

- Code:** A 4-letter code assigned by GOCCP to each funding opportunity.
- Title:** The title of the NOFA – the name of the funding program and the funding year.
- Deadline:** The date that all grant applications based on the NOFA must be submitted by.
- Active:** The checkbox in this column indicates whether or not the NOFA is currently active. To view only NOFA records that are active, select *Active* from the drop-down box directly beneath the column heading.
- Docs:** A blue marble icon is shown in this field if a NOFA has supporting documentation associated with it. Click on the icon to download and review the document.
- Apply:** Click on the checkmark icon in this field to create an application for a grant based on this NOFA. Refer the section [Apply for a Grant](#) for detailed instructions.

You can sort/filter and search for records shown in this dashboard using the column headings and fields directly below them. Refer to the section **Error! Reference source not found.** for details.

#### 4.2.2.1.2 The Applications Dashboard

The Applications Dashboard contains a list of grant applications your organization has created. NOTE: Applications that you submitted, which have been approved and awarded to your organization, are not shown in this dashboard.

Applications <span>Refresh</span>					
Edit	App # ▲	Project Title	Start Date	End Date	Status
	<input type="text"/>	<input type="text"/>			[All] ▼
	<a href="#">2000-BR-0046</a>	Part-time Police Activity League (PAL) Coordinator	07/01/2000	06/30/2001	Withdrawn
	<a href="#">2012-BA-0033</a>	Juvenile Courts Victim Specialist	07/01/2012	06/30/2013	Pending
	<a href="#">2012-BC-0001</a>	Neighborhood Community Policing Program	07/01/2012	06/30/2013	Awaiting Hard Copy
	<a href="#">2012-BF-0001</a>	Neighborhood Foot Patrol Program	07/01/2012	06/30/2013	Awaiting Hard Copy

Figure 21 - GMS Home Page - Applications Dashboard

The following fields are shown in columns for each Application record:

- Edit:** Click the magnifying glass icon in this column to view/edit an application's contents. You will leave your GMS home page and be taken to the Grant Application Menu where you can continue working on the application.



Figure 22 - Grant Application Menu

- Refer to the section [Apply for a Grant](#) for detailed instructions on how to use this screen.
- You can return to your home page and dashboards at any time by clicking Home on the Navigation Menu Bar.

**App #:** The unique identifier code assigned to an application when you create it. The format represents the year you applied, the funding application code and a four-digit system generated number. The application number is underlined; click on it to view summary information about the application, as shown in Figure 23.

Figure 23 - Application Summary Popup

**Project Title:** The title your organization provided for the grant application when creating it.  
**Start Date:** The date the project will start (defined by NOFA).  
**End Date:** The date the project will end (defined by NOFA).  
**Status:** Shows the status of each grant application in the dashboard. Each application shown in the dashboard will be in one of the following four statuses:

- **Pending:** The application is still in progress and has not yet been submitted.
- **Pending Revision:** The application was submitted but returned to the applicant for revision.
- **Awaiting Hardcopy:** The application has been submitted electronically and the GOCCP is currently awaiting the paper copy.

You can sort/filter and search for records shown in this dashboard using the column headings and fields directly below them. Scrolling up/down or left/right is available to access all information provided. For example, you can filter the list of records to only display those with a status of *Awaiting Hardcopy*. Refer the section **Error! Reference source not found.** for details.

The Applications dashboard does not show applications that have been approved and awarded as grants. However, you can view all applications your organization has created regardless of status using the Application Search feature of GMS.

From your GMS Home Page, select Application Search from the Grant Management menu:



Figure 24 - Access the Application Search Feature

This displays the Application Search screen, which is a more detailed listing than shown in the Applications dashboard:

Figure 25 - Application Search Screen

You can return to your home page and dashboards at any time by clicking Home on the Navigation Menu Bar.

#### 4.2.2.1.3 The Grant Awards Dashboard

The Grant Awards dashboard displays a list of grants your organization has been awarded.

Grant Awards <span>Refresh</span>							
Edit	Grant #	App #	Project Title	Start Date	End Date	Amount	Status
							[All]
	<a href="#">GVRG-2013-1910</a>	<a href="#">2012-GV-0020</a>	Overtime Support	07/01/2012	06/30/2013	\$40,000.00	Award Packets Pending
	<a href="#">GVRG-2013-1940</a>	<a href="#">2012-GV-0021</a>	Personnel Support	07/01/2012	06/30/2013	\$84,875.00	Award In Compliance
	<a href="#">JARG-2009-1101</a>	<a href="#">2011-JG-0003</a>	Juvenile Drug Court	07/01/2011	06/30/2012	\$131,965.00	Acceptance Documents Due
	<a href="#">JINT-2009-1304</a>	<a href="#">2011-JG-0022</a>	Respondent Notification	07/01/2011	06/30/2012	\$32,839.00	Acceptance Documents Due

Figure 26 - GMS Home Page - Grant Awards Dashboard

The following fields are shown in columns for each Grant Award record:

**Edit:** Click the magnifying glass icon in this column to view/edit an award. You will leave your GMS home page and be taken to the Grant Award Menu where you can manage the award and perform programmatic and financial reporting.

Figure 27 - Edit Grant Award Information

- Refer to the section ***Maintaining Grant Awards*** for detailed instructions on how to use this screen.
- You can return to your home page and dashboards at any time by clicking Home on the Navigation Menu Bar.

**Grant #:** The unique identifier code assigned to a grant when it is awarded. The grant award number is underlined; click on it to view summary information about the award.

Figure 28 – Grant Award Summary PopUp

**App #:** The application number of the application that the grant award was based on. The application number is underlined; click on it to view summary information about the application for this grant award.

Figure 29 - Application Summary PopUp for a Grant Award

**Project Title:** The title of the awarded grant.

**Start Date:** The start date of the grant award.

**End Date:** The end date of the grant award.

**Amount:** The grant funds awarded to the grant.

**Status:** Shows the status of each grant award in the dashboard. Each award shown in the dashboard will be in one of the following three statuses:

- **Acceptance Documents Due:** The grant has been awarded and the GOCCP is currently awaiting the acceptance documents from your organization.
- **Award in Compliance:** The grant award terms are currently satisfied.



## 5 Grant Management

### 5.1 Introduction

GMS provides full life-cycle support for the GOCCP Grant Application and Awarding Process. This section of the User Manual is presented in four parts:

- Creating Grant Applications provides detailed instruction on how to create, complete, and electronically submit a grant application, as well as how to withdraw an application. These procedures are included in the User Manual that is available to the public on the GOCCP GMS Public Home Page.
- Managing Grant Applications guides the internal GOCCP user through the process of turning a grant application into a grant award, including logging the initial receipt of a grant application, updating its status through the various reviews, and awarding the grant.
- Performing a Grant Award Review describes the process of preparing the award and making it available to the sub-recipient by assigning funds, goals, and objectives, and linking the award to any pertinent previous grants awarded to the same organization.
- Maintaining Grant Awards focuses on the procedures for managing awarded grants from the initial awarding through the life of the award to its closure, including topics like logging site visits and audits, disputes and grant adjustment notices, and report reviewing. This includes the procedure for programmatic reporting, which is also included in the User Manual available to the public.

### 5.2 Creating Grant Applications

#### 5.2.1 Apply for a Grant

The following procedure describes in detail how to apply for a grant based on funding opportunities/NOFAs made available through the GOCCP. The major steps include:

1. Locate Funding Source for your Project
2. Create new Grant Application Record
3. Complete Project Face Sheet
4. Assign Officers
5. Add Service Sites
6. Add Project Summary
7. Add Project Narrative
8. Create Project Budget
9. Attach Documents to Grant Application
10. Electronically Submit Grant Application to GOCCP
11. Print Grant Application for Hardcopy Submission

As with any type of application, this is an iterative process where at times the application is returned by the grant manager to the applicant for clarification or more detail. You can use the processes described in this section when you are revising or updating an application and re-submitting it for approval.

##### *5.2.1.1 Locate Funding Source for your Project*

1. Locate the NOFA you want to use to fund your new project in the Available Funding Dashboard.

- To narrow the list down to Active NOFAs, click on the drop-down list in the Available Funding Dashboard and select **Active**. The resulting list displays only active NOFAs.

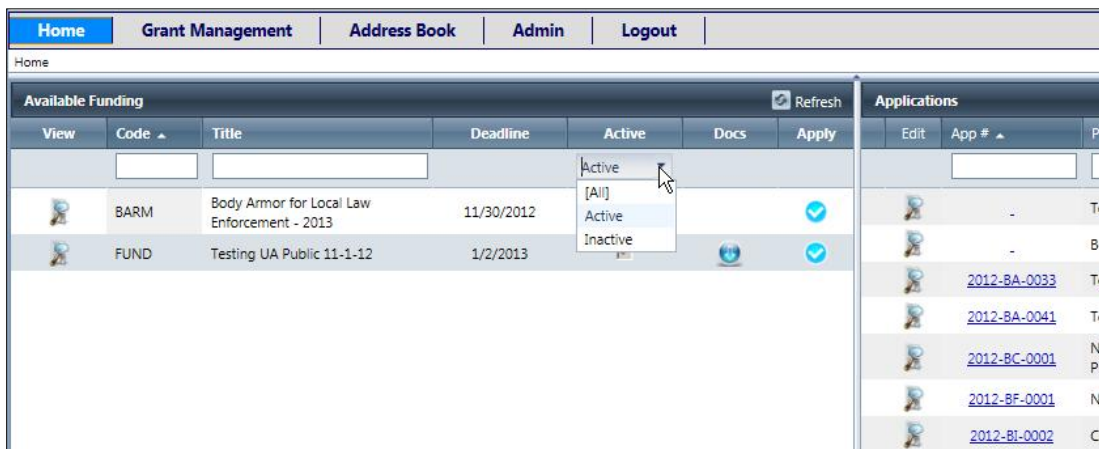


Figure 32 – View only Active NOFAs

- If the NOFA list is very long, search by Code or Title. If you know the NOFA Code, type it into the Code field and press Enter. The resulting list displays only the NOFA that matches the Code you entered.
- If you don't know the Code, type any keywords that might be in the NOFA title into the Title field and press Enter. The resulting list displays only NOFAs that contain your keywords in their title.

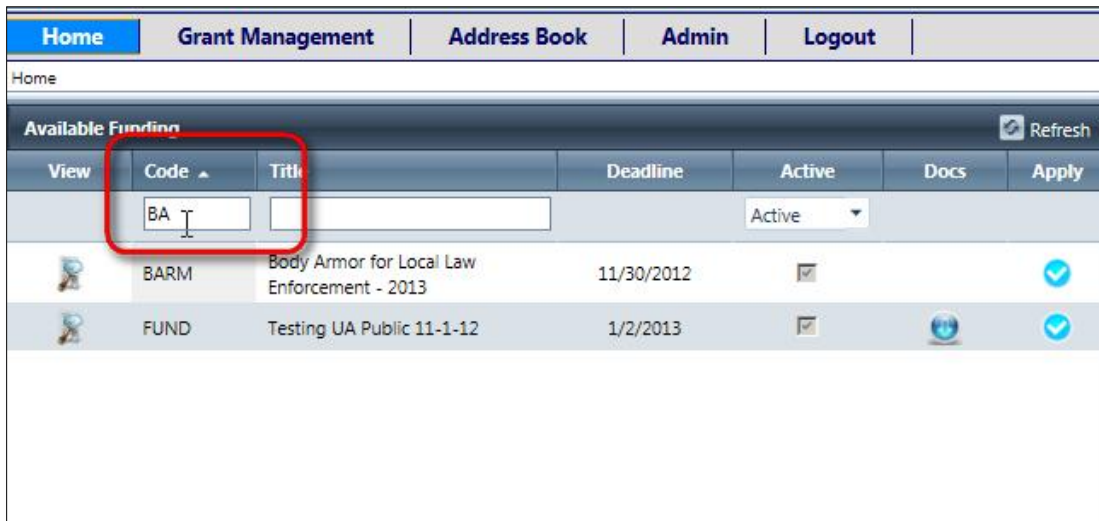


Figure 33 - Search for NOFAs by Code or Title

- Click on the View button to display overview information for a NOFA. Click on the X to close the pop-up Display window.



Home

Grant Management

Address Book

Admin

Logout

Home

Available Funding

Refresh








View	Code	Title	Deadline	Active	Docs	Apply
	BA			Active		
	ARM	Body Armor for Local Law Enforcement - 2013	11/30/2012			
	FUND	Testing UA Public 11-1-12	1/2/2013			

Figure 34 - View NOFA Overview Information

Home	Grant Management	Address Book	Admin	Logout
Home				
Available Funding				
Body Armor for Local Law Enforcement - 2013				
Summary:				
Start Date:				
7/1/2012				
End Date:				
6/30/2013				
Online Application Deadline:				
11/30/2012				
Hardcopy Application Deadline:				
11/30/2012				
Funding Year:				
2013				
Eligibility Description:				
Testing in UA Public				
Deadline Description:				

Figure 35 - NOFA Information Pop-Up Window

- If you would like to review/print the hardcopy NOFA for this record, click on the icon in the Docs column of the record. The hardcopy NOFA contains program specific requirements needed to complete a grant application. The application cannot be accurately completed without following the instructions provided in the hardcopy NOFA. A standard browser dialog box will appear, prompting you to either view or save the document to your hard disk.

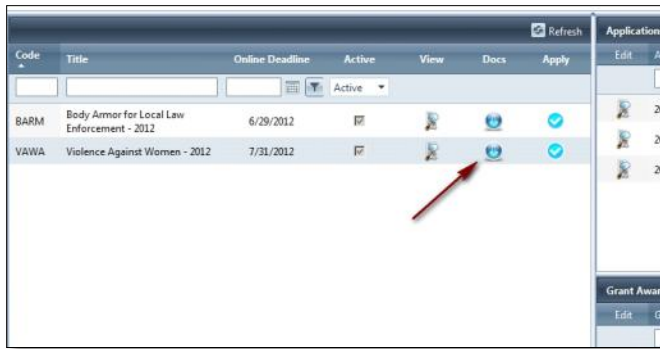


Figure 36 - View the harcopy NOFA

### 5.2.1.2 Create new Grant Application Record

1. Once you have located the appropriate NOFA in the Available Funding Dashboard, click the Apply button associated with it to begin the application process.

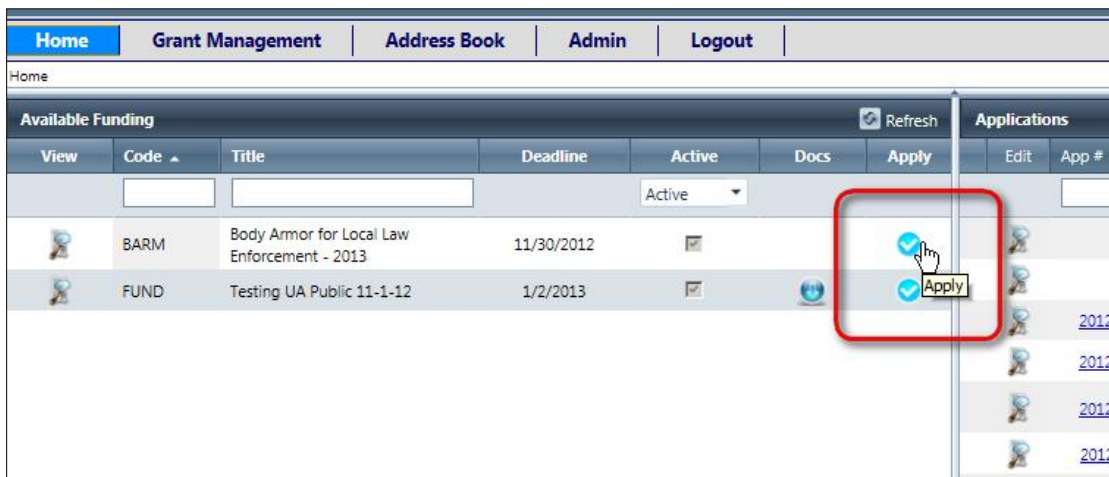


Figure 37 – Click Apply on NOFA to Begin Application Process

- The Initial Grant Application Screen (Face Sheet) is displayed.



**GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION**

Welcome back, Jim Laucher! Logout

Home Grant Management Address Book Admin Logout

Grant Management > Application Search

**PROJECT TITLE**  
Project Title

**APPLICANT AGENCY**  
Office of the State's Attorney for Baltimore City  
☐ Is service site?  
Address: Clarence Mitchell Courthouse  
100 North Calvert Street  
City, State Zip: Baltimore, MD 21202  
Org. Type: Local Government  
County: Baltimore City  
Auth. Official: Gregg Bernstein

**IMPLEMENTING AGENCY**  
Office of the State's Attorney for Baltimore City  
☐ Is service site?  
Address: Clarence Mitchell Courthouse  
100 North Calvert Street  
City, State Zip: Baltimore, MD 21202  
Org. Type: Local Government  
County: Baltimore City  
Auth. Official: Gregg Bernstein

**PROJECT DATES**  
GFD Code: BARRM  
GFD Title: Body Armor for Local Law Enforcement - 2013  
GFD Start Date: 7/1/2012  
GFD End Date: 6/30/2013  
Proposed Start Date: 7/1/2012  
Proposed End Date: 6/30/2013

**PREPARER INFORMATION**  
Preparer's Name: \_\_\_\_\_  
Preparer's Phone: ( ) -

**AUDIT REQUIREMENTS**  
Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. Do not send a copy of your audited financial statements; ONLY the applicable audit findings and/or corrective action plan is required.

Save

Figure 38 - Initial Grant Application Screen (Face Sheet)

### 5.2.1.3 Complete Project Face Sheet

NOTE: After entering the required information in this screen, you must click the Save button in order to enter additional Grant Application information.

- Enter a brief (one line only), descriptive title of the program you are proposing for funding into the Project Title box. See *hardcopy NOFA guidelines for proper naming of a project*.

**GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION**

Home Grant Management Address Book Logout

Grant Management > Grant Management

**PROJECT TITLE**  
Project Title: Domestic Violence Awareness and Preventio

**APPLICANT AGENCY**  
Frederick City Police Department  
☐ Is service site?  
Address: 100 West Patrick Street  
City, State Zip: Frederick, MD 21701  
Org. Type: Local Government  
County: Frederick  
Auth. Official: Kim Dine

**IMPLEMENTING AGENCY**  
Frederick City Police Department  
☐ Is service site?

**PROJECT DATES**  
GFD Code  
GFD Title  
GFD Start  
GFD End  
Proposed  
Proposed

**PREPARER INFORMATION**  
Preparer's  
Preparer's

Figure 39 - Enter Project Title

- Your Applicant Agency is assigned to you based on your User ID and cannot be changed.

GOVERNOR'S OFFICE OF  
**MARYLAND** CRIME CONTROL & PREVENTION

Home Grant Management Address Book Logout

Grant Management > Grant Management

**PROJECT TITLE**

Project Title: Domestic Violence Awareness and Prevention

**APPLICANT AGENCY**

Frederick City Police Department

☐ Is service site?

Address: 100 West Patrick Street

City, State Zip: Frederick, MD 21701

Org. Type: Local Government

County: Frederick

Auth. Official: Kim Dine

**IMPLEMENTING AGENCY**

Frederick City Police Department

☐ Is service site?

Figure 40 - View Applicant Agency Information

- If your Applicant Agency is a Service Site (services are provided at the applicant agency's physical location), click on the **Is Service Site** checkbox to place a checkmark in it. Additional service sites may be entered later in the application process.

GOVERNOR'S OFFICE OF  
**MARYLAND** CRIME CONTROL & PREVENTION

Home Grant Management Address Book Logout

Grant Management > Grant Management

**PROJECT TITLE**

Project Title: Domestic Violence Awareness and Prevention

**APPLICANT AGENCY**

Frederick City Police Department

☒ Is service site?

Address: 100 West Patrick Street

City, State Zip: Frederick, MD 21701

Org. Type: Local Government

County: Frederick

Auth. Official: Kim Dine

**IMPLEMENTING AGENCY**

Frederick City Police Department

☐ Is service site?

Figure 41 - Designate Applicant Agency as a Service Site

- To display Contact Information for the authorized official of the Applicant Agency, click on the **Question Mark** button.

- The Implementing Agency for the new grant defaults to the Applicant Agency location. If the Implementing Agency is different from, or a sub-agency of the Applicant Agency, select it from the drop-down list as follows:

1. Select the text currently in the Implementing Agency box.

Company Name	City	County
Office of the State's Attorney for Baltimore City	Baltimore	Baltimore City

Items 1-1 out of 1

2. Press the Delete key to clear the field.

Company Name	City	County
100 Good Men	Salisbury	Wicomico
4-H Teen Leaders in Action	Hyattsville	Prince George's
A.C.T. Activity Community Teams	Baltimore	Baltimore City
A.S.K., Inc. (Achieving Success through Knowledge)	Baltimore	Baltimore City
Abell Foundation, Inc.	Baltimore	Baltimore City
Aberdeen Community Action Coalition	Aberdeen	Harford
Aberdeen Police Department	Aberdeen	Harford
About Face Program - Maryland National	Reisterstown	Baltimore County

Items 1-50 out of 1915

3. When the field is cleared, the drop-down list will be populated with valid agencies. Click on an agency to select it as the Implementing Agency.
  - As with your Applicant Agency, if your Implementing Agency is a Service Site (services are provided at the implementing agency's physical location), click on the **Is Service Site** checkbox to place a checkmark in it. Additional service sites may be entered later in the application process.
  - As with your Applicant Agency, to display Contact Information for the authorized official of the Implementing Agency, click on the **Question Mark** button next to their name.

Frederick City Police Department

☒ Is service site?

Address: 100 West Patrick Street

City, State Zip: Frederick, MD 21701

Org. Type: Local Government

County: Frederick

Auth. Official: Kim Dine

**IMPLEMENTING AGENCY**

Frederick City Police Department

☒ Is service site?

Address: 100 West Patrick Street

City, State Zip: Frederick, MD 21701

Org. Type: Local Government

County: Frederick

Auth. Official: Kim Dine

**AUDIT REQUIREMENTS**

*Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. Do not send a copy of your audited financial statements.*

GFD Title

GFD Start

GFD End Date

Proposed Start Date

Proposed End Date

**PREPARER INFORMATION**

Preparer's Name

Preparer's Phone

Figure 42 - Designate Implementing Agency as a Service Site

- To display Contact Information for the authorized official of the Implementing Agency, click on the **Question Mark** button.

Address: 100 West Patrick Street

City, State Zip: Frederick, MD 21701

Org. Type: Local Government

County: Frederick

Auth. Official: Kim Dine

**IMPLEMENTING AGENCY**

Frederick City Police Department

☒ Is service site?

Address: 100 West Patrick Street

City, State Zip: Frederick, MD 21701

Org. Type: Local Government

County: Frederick

Auth. Official: Kim Dine

**AUDIT REQUIREMENTS**

*Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. Do not send a copy of your audited financial statements; C*

GFD Start Date

GFD End Date

Proposed Start Date

Proposed End Date

**PREPARER INFORMATION**

Preparer's Name

Preparer's Phone

Figure 43 - Display the Contact Information Pop-Up Window

- To close the Contact Information pop-up window, click on the **X** in the upper-right corner of the window.

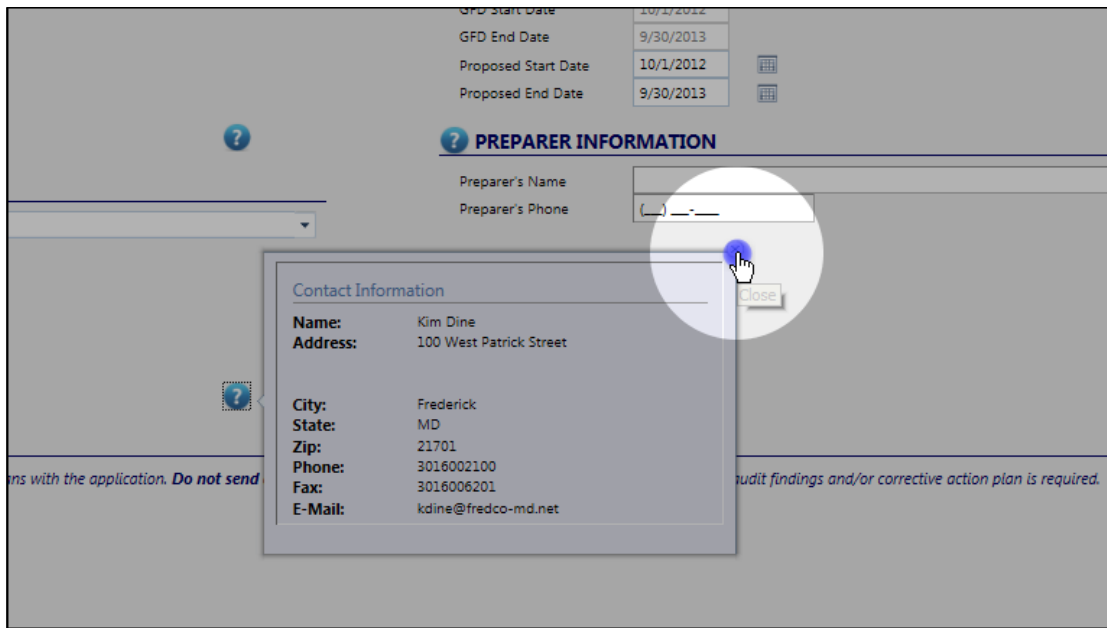


Figure 44 – Close the Contact Information Pop-Up Window

- Enter the Proposed Start and End Dates for your project by clicking on the calendar icon next to each date field. The default displayed start and end dates are taken directly from the dates provided in the NOFA. These dates are required to proceed with the application process, and may be modified using the following guidelines:
  - Proposed Start Date must be *greater than or equal to* NOFA start date
  - Proposed End Date must be *less than or equal to* NOFA end date

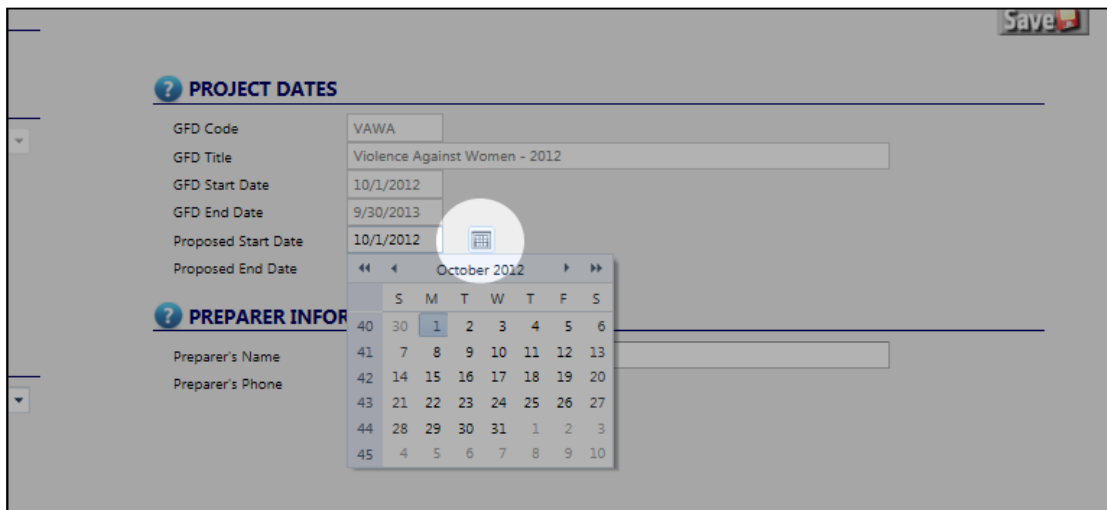


Figure 45 - Enter Proposed Start and End Dates

- Click in the Preparer's Name field and enter your name (or the name of the primary Preparer if it is someone else in your organization). Click in the Preparer's Phone field and enter the corresponding phone number. Note: Type only the digits of the phone number into the field; the field is set up to automatically format the number with parenthesis, spaces, and a dash.

**PROJECT DATES**

GFD Code: VAWA  
 GFD Title: Violence Against Women - 2012  
 GFD Start Date: 10/1/2012  
 GFD End Date: 9/30/2013  
 Proposed Start Date: 10/1/2012  
 Proposed End Date: 9/30/2013

**PREPARER INFORMATION**

Preparer's Name: John Smith  
 Preparer's Phone: (800) 555-1211

Corrective Action Plans with the application. Do not send a copy of your audited financial statements; ONLY the applicable audit findings and/or corrective actions

Figure 46 - Enter Preparer's Contact Information

- Click on the **Save** button to save the application as a draft, then click **OK** on the confirmation pop-up window when it is displayed to access the Detailed Grant Application Screen.

% of Project Cost: 0.00 %    Project Dates: 10/01/2012 - 09/30/2013    Title: Domestic Violence Awareness and...    Status: Pending

**PROJECT DATES**

GFD Code: VAWA  
 GFD Title: Violence Against Women - 2012  
 GFD Start Date: 10/1/2012  
 GFD End Date: 9/30/2013  
 Proposed Start Date: 10/1/2012  
 Proposed End Date: 9/30/2013

**PREPARER INFORMATION**

Preparer's Name: John Smith  
 Preparer's Phone: (800) 555-1212

Save

Figure 47 - Save the Application

- When the application draft is successfully saved, you are taken to the Detailed Grant Application Screen.

The screenshot shows the 'GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION' Grant Management interface. At the top, there's a navigation bar with 'Home', 'Grant Management', 'Address Book', 'Admin', and 'Logout'. Below this, a 'Grant Menu' sidebar on the left lists various application sections. The main 'Data Entry Area' on the right contains several form sections: 'PROJECT TITLE' (Project Title: Health Care Response to Domestic Violence), 'APPLICANT AGENCY' (Office of the State's Attorney for Baltimore City), 'PROJECT DATES' (GFD Code: BARM, GFD Title: Body Armor for Local Law Enforcement - 2013, GFD Start Date: 7/2/2012, GFD End Date: 6/30/2013), 'IMPLEMENTING AGENCY' (Office of the State's Attorney for Baltimore City), and 'PREPARER INFORMATION' (Preparer's Name: Jim Laucher, Preparer's Phone: (201) 555-1212). A 'SAVE' button is located at the top right of the form area.

Figure 48 - Detailed Grant Application Screen

The Detailed Grant Application screen is divided into two areas – the Grant Menu sidebar and the Data Entry Area.

- The Grant Menu sidebar displays a list of sections required to complete a grant application.
- The Data Entry Area displays all of the required fields for each section in the Grant Menu list.

**Note:** To successfully complete and submit a grant application, you must provide all of the required information in each Grant Menu category as described in the remaining steps of this process.

The Grant Application Screen displays the Face Sheet first by default. The Face Sheet is the screen where you began the application process. If you need to update any face sheet information (i.e., Project Title, Dates, or Application / Implementing Agency information), you can do that here.

GOVERNOR'S OFFICE OF  
CRIME CONTROL & PREVENTION

Welcome back, JimLaucher! Logout

Home Grant Management Address Book Admin Logout

Grant Management > Application Search

App. Number:	Grant Number:	Req. Funds:	Match Funds:	Match %:	Project Dates:	Title:	Application Status:
[Unassigned]		\$0.00	\$0.00	0.00 %	07/01/2012 - 06/30/2013	Health Care Response to Dom...	Pending

Grant Application Menu

- Search
- Face Sheet
- Officers
- Service Sites
- Summary
- Narrative
- Budget
- Print
- Documents

**PROJECT TITLE**

Project Title: Health Care Response to Domestic Violence

**APPLICANT AGENCY**

Office of the State's Attorney for Baltimore City

Is service site? ☒

Address: Clarence Mitchell Courthouse  
100 North Calvert Street

City, State Zip: Baltimore, MD 21202  
Org. Type: Local Government  
County: Baltimore City  
Auth. Official: Gregg Bernstein

**IMPLEMENTING AGENCY**

Office of the State's Attorney for Baltimore City

Is service site? ☐

Address: Clarence Mitchell Courthouse  
100 North Calvert Street

City, State Zip: Baltimore, MD 21202  
Org. Type: Local Government  
County: Baltimore City  
Auth. Official: Gregg Bernstein

**PROJECT DATES**

GFD Code: BARM

GFD Title: Body Armor for Local Law Enforcement - 2013

GFD Start Date: 7/1/2012

GFD End Date: 6/30/2013

Proposed Start Date: 7/1/2012

Proposed End Date: 6/30/2013

**PREPARER INFORMATION**

Preparer's Name: Jim Laucher

Preparer's Phone: (201) 555-1212

**AUDIT REQUIREMENTS**

Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. Do not send a copy of your audited financial statements; ONLY the applicable audit findings and/or corrective action plan is required.

Save

Figure 49 - Grant Menu Face Sheet Screen

Note: Make sure you click the **Save** button to save any changes you make here before moving to the next item in the Grant Menu. If you don't, you will lose any changes you've made.

#### 5.2.1.4 Assign Officers

1. Click **Officers** in the Grant Menu to designate the officers for your project.



Home | Grant Management | Address Book | Logout

Grant Management > Grant Management

Grant Menu

- Search
- Face Sheet
- Officers**
- Service Sites
- Summary
- Narrative
- Budget
- Print
- Documents

Application Number: [Unassigned] Requested Funds: \$0.00 Match Funds: \$0.00 % of Project Cost: 0.00 %

**PROJECT TITLE**

Project Title: Domestic Violence Awareness and Prevention

**APPLICANT AGENCY**

Frederick City Police Department

☐ Is service site?

Address: 100 West Patrick Street

City, State Zip: Frederick, MD 21701  
 Org. Type: Local Government  
 County: Frederick  
 Auth. Official: Kim Dine

**IMPLEMENTING AGENCY**

Frederick City Police Department

☒ Is service site?

Address: 100 West Patrick Street

Figure 50 - Click Officers in Grant Menu

GOVERNOR'S OFFICE OF  
MARYLAND CRIME CONTROL & PREVENTION

Welcome back, externaluser! Logout

Home | Grant Management | Address Book | Logout

Grant Management > Grant Management

Grant Menu

- Search
- Face Sheet
- Officers**
- Service Sites
- Summary
- Narrative
- Budget
- Print
- Documents

Application Number: [Unassigned] Requested Funds: \$0.00 Match Funds: \$0.00 % of Project Cost: 0.00 % Project Dates: 10/01/2012 - 09/30/2013 Title: Domestic Violence Awareness and... Status: Pending

**OFFICERS**

The database may list many individuals as contacts. Select the project director, fiscal officer, and civil rights contact from the list of contacts in the drop down edit box, if a contact is not listed in the drop down edit box...

Contact Name	Officer Type	Organization Name	Job Title	Email
No records to display.				

Officer Type: [Select One]

Select	Contact Name	Organization	Job Title
No records to display.			

Figure 51 - Grant Menu Officers Screen

- A Project Director, Fiscal Officer, and Civil Rights Contact are required by GOCCP for every grant application.
2. Select **Project Director** from "Officer Type" drop-down list.

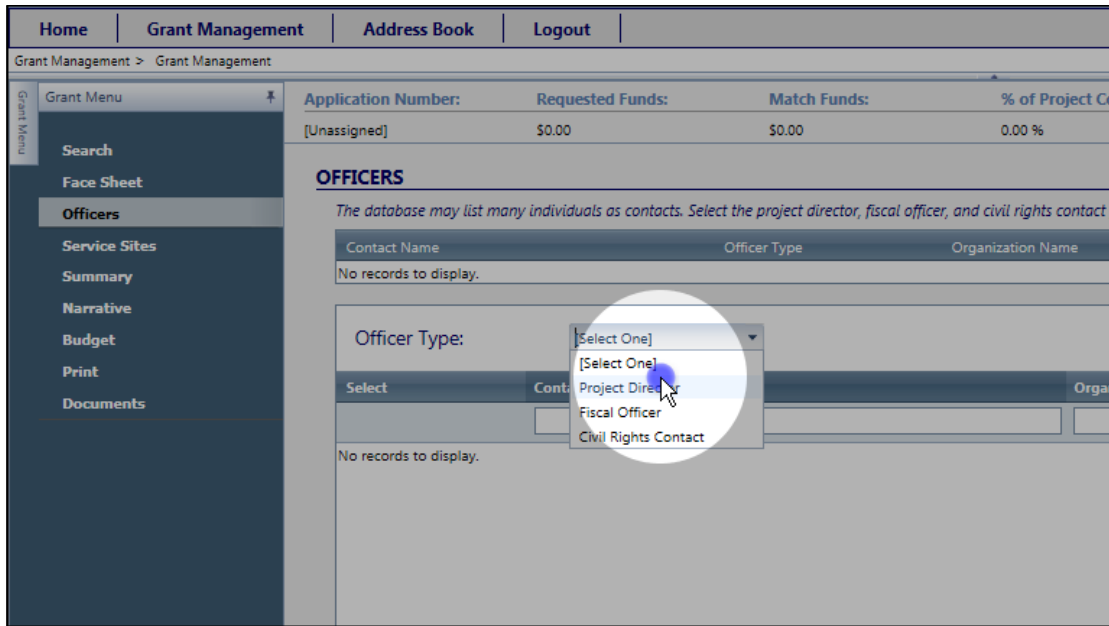


Figure 52 - Select Project Director from Officer Type Drop-down List

3. Navigate through the list of names to find and select your Project Director.

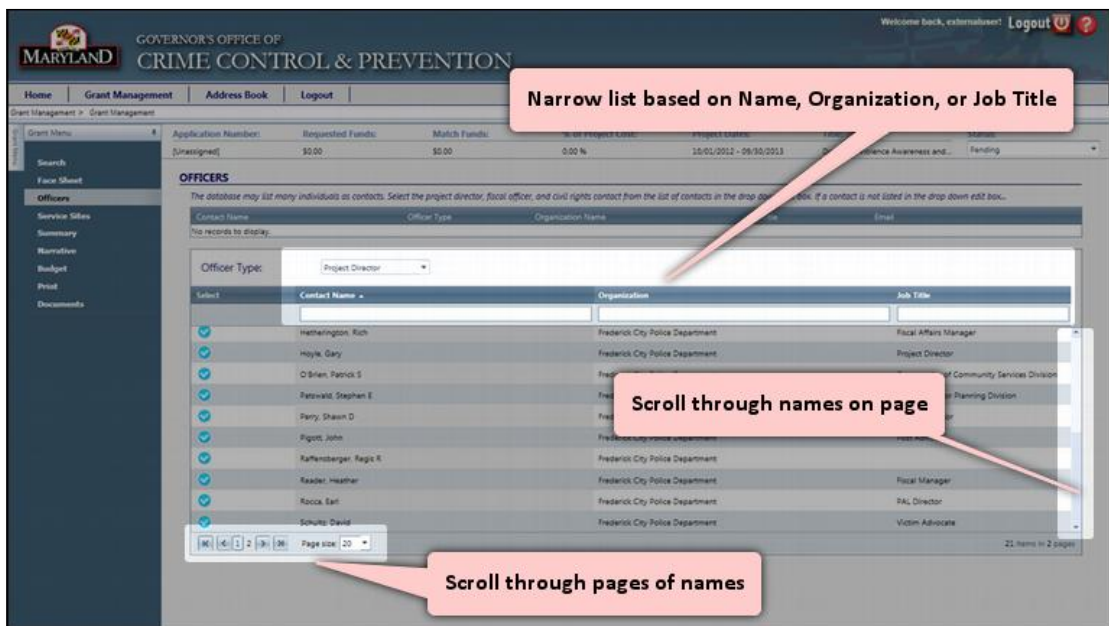


Figure 53 - Find a Contact to Designate as an Officer

You can scroll through the contact names on the current page by dragging the slider up and down, and you can scroll through the pages of names by clicking the next and previous buttons or select a specific page in the page number drop-down list.

You can also narrow the list by typing information in the Contact Name, Organization, or Job Title fields.

- It is not necessary to enter any of this information in full – the search will locate any contacts that contain any of the information you typed in.
- For example, if you know your Project Director's Job Title has the word "Victim" in it, like Victim Advocate or Victim Counselor, type the word victim into the Job Title field and press Enter. The search will return any contacts with Victim in their Job Title, as shown below.

Contact Name	Officer Type	Organization Name	Job Title	Email
Schultz, Mr. David	Project Director	Frederick City Police Department	Victim Advocate	dschultz@fredco-md.net

Officer Type:

Select	Contact Name	Organization	Job Title
<input type="checkbox"/>	Hallman, Judy P	Frederick City Police Department	Senior Victim Assistance Unit
<input checked="" type="checkbox"/>	Schultz, David	Frederick City Police Department	Victim Advocate

Figure 54 - Search Contacts using Keywords

4. Click the **Check Box** next to Contact Name to add that contact as the Project Director.

Select	Contact Name	Organization	Job Title
<input type="checkbox"/>	Hallman, Judy P	Frederick City Police Department	Senior Victim Assistance Unit
<input checked="" type="checkbox"/>	Schultz, David	Frederick City Police Department	Victim Advocate

Figure 55 - Click Check Box to Select Contact

When the contact is selected, the Officers field is updated to display the selection. In this example, the contact was added as the Project Director.

The screenshot shows the 'GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION' web application. The 'Officers' section is highlighted in the left sidebar. The main content area displays a table of officers assigned to the project. The table has columns for Contact Name, Officer Type, Organization Name, Job Title, and Email. The 'Project Director' role is assigned to David Schultz from the Frederick City Police Department. Below the table, there is a section for 'Officer Type' with a dropdown menu set to 'Project Director' and a 'Select' button.

Contact Name	Officer Type	Organization Name	Job Title	Email
Schultz, Mr. David	Project Director	Frederick City Police Department	Victim Advocate	dschultz@freedom-md.net

Figure 56 - Officer Added to Project

**Note:** the contact is added to the Officers list as soon as it is selected, so there is no **Save** button on this screen.

If you select the wrong contact by accident, repeat the search starting with selecting **Project Director** from the **Officer Type** drop-down list and clicking **Select** once you've found the correct contact. The Project Director line in the Officers field is updated to the new selection.

- Repeat steps 2-4 to assign the **Fiscal Officer** and **Civil Rights Contact** for your project.

GOVERNOR'S OFFICE OF  
CRIME CONTROL & PREVENTION

Welcome back, externaluser! Logout

Home Grant Management Address Book Logout

Grant Management > Grant Management

Grant Menu

Application Numbers: Requested Funds: Match Funds: % of Project Costs: Project Dates: Title: Status:

[Unassigned] \$0.00 \$0.00 0.00 % 10/01/2012 - 08/30/2013 Domestic Violence Awareness and... Pending

**OFFICERS**

The database may list many individuals as contacts. Select the project director, fiscal officer, and civil rights contact from the list of contacts in the drop down edit box. If a contact is not listed in the drop down edit box...

Contact Name	Officer Type	Organization Name	Job Title	Email
Schultz, Mr. David	Project Director	Frederick City Police Department	Victim Advocate	dschultz@frederick-md.net
Aquino, Mr. Ron	Fiscal Officer	Frederick County Health Department	Fiscal Specialist	ron.aquino@co.fredrick.md.us
Benner, Ms. Theresa	Civil Rights Contact	Frederick County Detention Center	Director of Community Services	

Officer Type: Civil Rights Contact

Select	Contact Name	Organization	Job Title
<input type="checkbox"/>	Abramson, Carol	Frederick County Government - Commissioners	Frederick County Grants Coordinator
<input checked="" type="checkbox"/>	Aquino, Ron	Frederick County Health Department	Fiscal Specialist
<input checked="" type="checkbox"/>	Baker, Deirdre	YMCA of Frederick County	
<input checked="" type="checkbox"/>	Bell, Veronica	Frederick City Police Department	Communications Supervisor
<input checked="" type="checkbox"/>	Benner, Theresa	Frederick County Detention Center	Director of Community Services
<input checked="" type="checkbox"/>	Bhattacharya, Sushil	Big Brothers & Big Sisters of Frederick County, Inc.	Executive Director
<input checked="" type="checkbox"/>	Blankenship, Michael D.	Frederick City Police Department	Fiscal Manager
<input checked="" type="checkbox"/>	Bourke, Joseph	Frederick City Police Department	Corporal
<input checked="" type="checkbox"/>	Bower, Frederick	Frederick County District Court	Circuit Court Judge
<input checked="" type="checkbox"/>	Brown, James E M.D.	Frederick County Health Department	Health Officer

Page size: 20 114 items in 6 pages

Figure 57 - Project Director, Fiscal Officer, and Civil Rights Contact Added to Application

### 5.2.1.5 Add Service Sites

1. Click **Service Sites** in the Grant Menu to view and add service sites to your project.

GOVERNOR'S OFFICE OF  
CRIME CONTROL & PREVENTION

Welcome back, externaluser! Logout

Home Grant Management Address Book Logout

Grant Management > Grant Management

Grant Menu

Application Numbers: Requested Funds: Match Funds: % of Project Costs: Project Dates: Title:

[Unassigned] \$0.00 \$0.00 0.00 % 10/01/2012 - 08/30/2013 (Example) Dom...

**OFFICERS**

The database may list many individuals as contacts. Select the project director, fiscal officer, and civil rights contact from the list of contacts in the drop down edit box. If a contact is not listed in the drop down edit box...

Contact Name	Officer Type	Organization Name	Job Title
Schultz, Mr. David	Project Director	Frederick City Police Department	Victim Advocate
Aquino, Mr. Ron	Fiscal Officer	Frederick County Health Department	Fiscal Specialist
Benner, Ms. Theresa	Civil Rights Contact	Frederick County Detention Center	Director of Community Services

Officer Type: Civil Rights Contact

Select	Contact Name	Organization
<input type="checkbox"/>	benner	
<input checked="" type="checkbox"/>	Benner, Theresa	Frederick County Detention Center

Figure 58 – Click Service Sites in Grant Menu

- Note: Any Service Sites indicated on the Face Sheet will automatically be displayed on this screen.
2. Click **Add new record** to add a service site to your project.

Grant Management > Grant Management

Grant Menu

- Search
- Face Sheet
- Officers
- Service Sites**
- Summary
- Narrative
- Budget
- Print
- Documents

Application Numbers:	Requested Funds:	Match Funds:	% of Project Cost:
[Unassigned]	\$0.00	\$0.00	0.00 %

### SERVICE SITES

The service site is the location where your program will actually take place. Please put the name of the place, the address and please indicate that under the name of the service site and leave the rest blank. Remember the service site is the location where your project is located. NOT your organization's Headquarters.

[Add new record](#)

Site Name	Address
Frederick City Police Department	100 West Patrick Street Frederick, MD 21701

Figure 59 - Add a New Service Site Record

3. Enter the site name and address then click the **Checkmark** to save or the **X** to cancel.

GOVERNOR'S OFFICE OF  
CRIME CONTROL & PREVENTION

Welcome back, User! [Logout](#)

Home Grant Management Address Book Logout

Grant Management > Grant Management

Grant Menu

- Search
- Face Sheet
- Officers
- Service Sites**
- Summary
- Narrative
- Budget
- Print
- Documents

Application Number:	Requested Funds:	Match Funds:	% of Project Cost:	Project Dates:	Title:	Status:
[Unassigned]	\$0.00	\$0.00	0.00 %	10/01/2012 - 09/30/2013	(Example) Domestic Violence Anar...	Pending

### SERVICE SITES

The service site is the location where your program will actually take place. Please put the name of the place, the address and associated congressional and legislative districts. If your activity will have a statewide, countywide or citywide impact, please indicate that under the name of the service site and leave the rest blank. Remember the service site is the location where your project is located. NOT your organization's Headquarters.

[Add new record](#)

Site Name	Address	City	State	Zip	Active	Edit	Delete
(Example) Local Shelter	Address 1	Frederick	Maryland	21701	<input checked="" type="checkbox"/>		

Frederick City Police Department

100 West Patrick Street Frederick, MD 21701-0518

[Checkmark](#) [X](#)

Figure 60 - Click Checkmark to Save New Service Site Record

### 5.2.1.6 Add Project Summary

1. Click on **Summary** in the Grant Menu to add a brief project summary. Instructions for writing the Project Summary appear in the hardcopy NOFA.

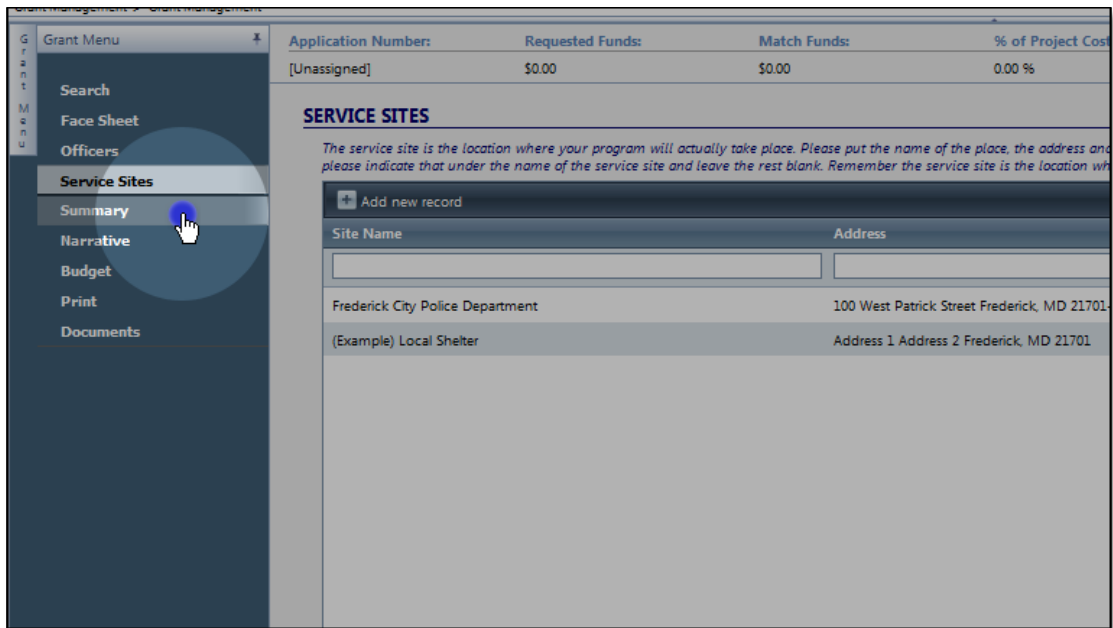


Figure 61 - Click Summary in Grant Menu

2. Based on the parameters outlined in the hardcopy NOFA, enter a summary of your project in the Summary box and click the Save button.

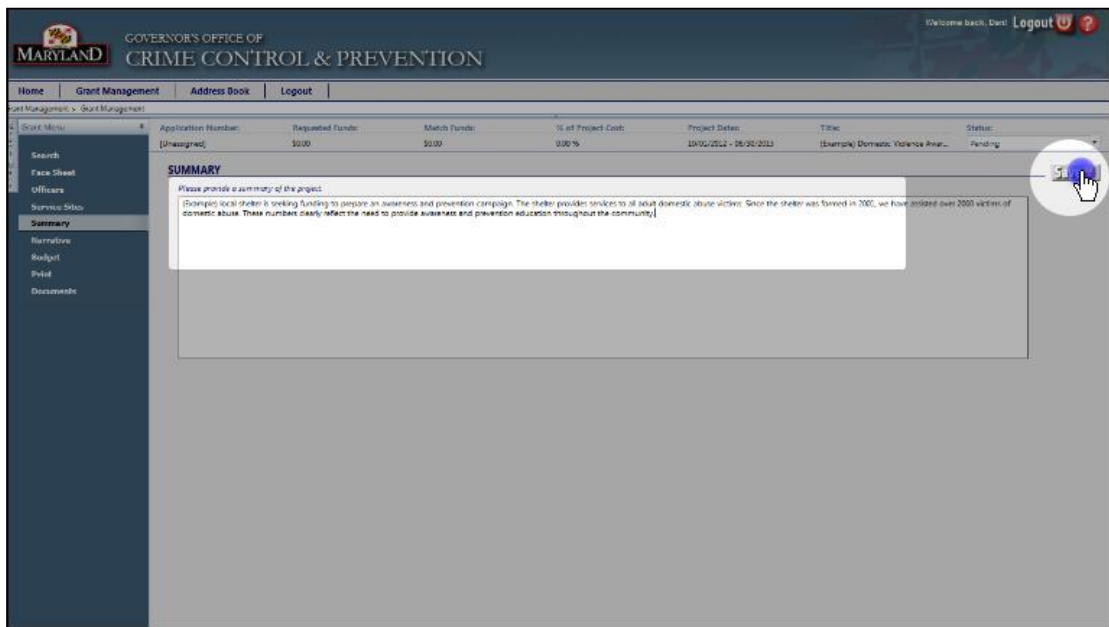


Figure 62 - Add Project Summary

### 5.2.1.7 Add Project Narrative

1. Click **Narrative** in the Grant Menu to enter a detailed description of your project. Detailed instructions for completing the Narrative appear in the hardcopy NOFA.



Figure 63 - Click Narrative in Grant Menu

2. Click in the text box below the Editing Toolbar to begin typing in the detailed narrative for your project. Click the **Save** button when you are finished.
  - The format content requirements for the Project Narrative are explained in the Notice of Funding Availability (NOFA) for this grant. Failure to provide a properly prepared narrative (as dictated by the NOFA) could delay the processing of your application. Completing this section of the application is mandatory.
  - Text for the narrative is stored as *rich text*, or formatted text, which means that you can paste narrative into the application from a word-processing program. If you type your narrative text directly into this application, you can still format it like you would in a word processor, using bullet and numbered lists, indentation, and bold/italic characters, all accessible from the Editing Toolbar.



The screenshot displays the 'GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION' application interface. The top navigation bar includes 'Home', 'Grant Management', 'Address Book', and 'Logout'. A sidebar on the left lists various sections: 'Grant Menu', 'Search', 'Face Sheet', 'Officers', 'Service Sites', 'Summary', 'Narrative', 'Budget', 'Print', and 'Documents'. The main content area is titled 'NARRATIVE' and contains instructions for the user. A red callout box labeled 'Editing Toolbar' points to the rich text editor toolbar at the top of the narrative text box. Another red callout box labeled 'Narrative Text Box' points to the main text area of the narrative section.

**GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION**

Home Grant Management Address Book Logout

Grant Menu 4 Application Number: Requested Funds: Match Funds: Project Date: Project Dates: Title: Status:

[Unassigned] \$0.00 \$0.00 10/01/2012 - 06/30/2013 (Example) Domestic Violence Area... Pending

**NARRATIVE**

The federal grant requirements for the Budget Narrative are explained in the Notice of Funding Availability (NOFA) for this grant. Return to provide a properly prepared narrative (as directed by the NOFA) could delay your award. Completion of this section of the application is mandatory.

The narrative should be limited to approximately 12 typewritten pages. Text length exceeding 12,000 characters will not be saved (a character is any typed letter, digit, punctuation, symbol, spacebar or carriage return).

\*\*\*\*\* Please do NOT enter text using all capital letters. \*\*\*\*\*

[Example] local shelter is seeking funding to prepare an awareness and prevention campaign. The shelter provides services to all adult domestic abuse victims. Since the shelter was formed in 2001, we have assisted over 2000 victims of domestic abuse. These numbers clearly reflect the need to provide awareness and prevention education throughout the community.

1. We are requesting funding for the additional position of a **part-time administrative assistant**.
2. Additionally, we are requesting funding to purchase a **laptop computer** and **LCD projector** for training and education purposes. We regularly provide educational clinics and seminars in the community to increase awareness and help domestic abuse from taking place.
3. Our shelter sponsors a **Victim Impact Panel** for our abuse victims. This serves as a forum for our domestic abuse victims to meet other victims as well as advocates and representatives from various agencies in the community who can assist them.
4. The shelter is also requesting funding for **training our employees and volunteers** to help them become more effective advocates in the community.

Design Review Words: 164 Characters: 1205

Figure 64 - Add Narrative to your application

### 5.2.1.8 Create Project Budget

A project budget must be included with every grant application. You must enter budget information into at least one of the following categories:

- Personnel
- Operating Expenses
- Travel
- Contractual Services
- Equipment
- Other

Note: Not all categories may be available (based on the parameter established in the NOFA).

The following procedure shows an example of creating a project budget containing a line item in the Personnel budget category and providing the related budget justification. Repeat this procedure for each category and line item associated with your proposed budget.

1. Click **Budget** in the Grant Menu.

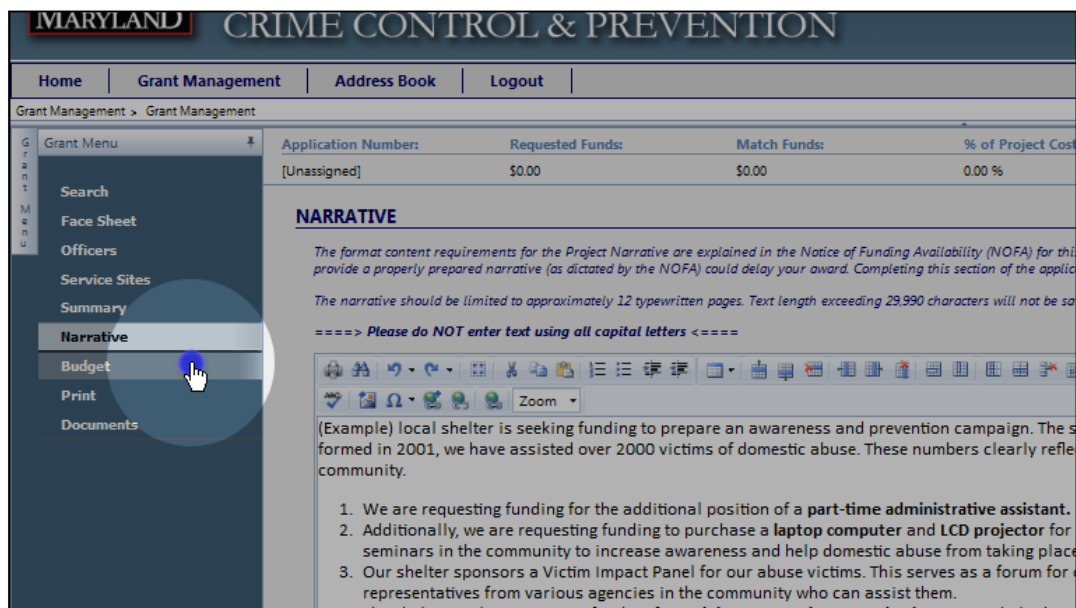


Figure 65 - Click Budget in the Grant Menu

2. The Original Grant Application Budget screen is displayed:

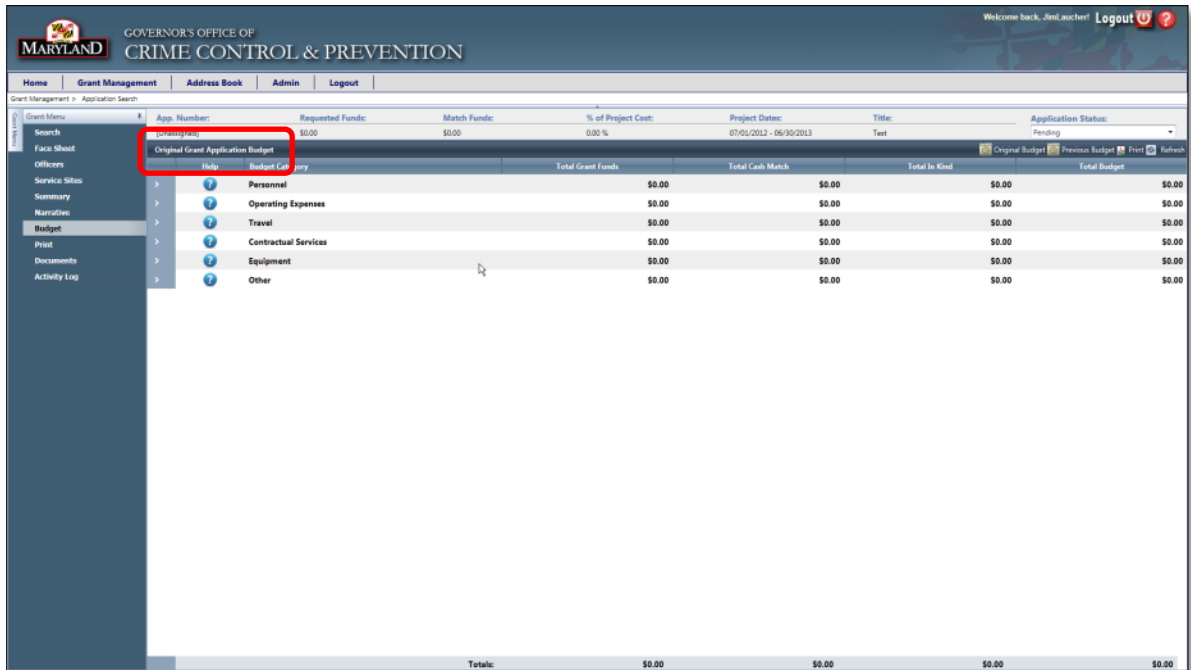


Figure 66 - Original Grant Application Budget Screen

- Click the **Expand** icon next to the Budget Category you want to add a new entry for. For this example procedure, click the **Expand** icon next to the **Personnel** Budget Category. Then click the **+** icon beside **Add New Record**.

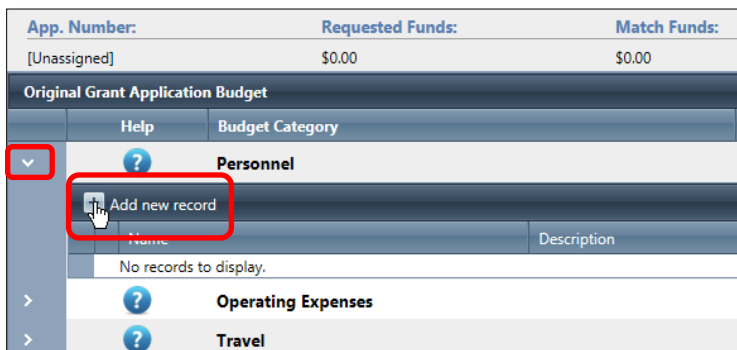


Figure 67 - Expand Budget Category and Add New Record

- Add the required information to the new Personnel record as described below.

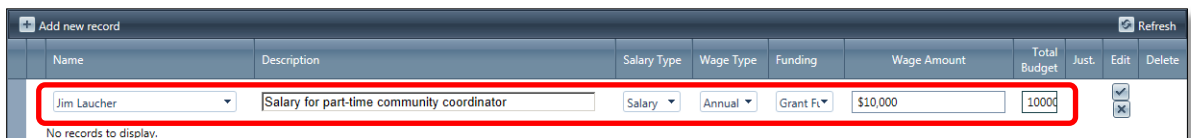


Figure 68 - Add Line Item Information

- Name:** If available, type the name of the person in your organization you want to fund with this grant. If you have not yet hired the person or assigned someone to this position, or if it is sensitive information (i.e., undercover officer), enter "Employee # \_\_\_\_".

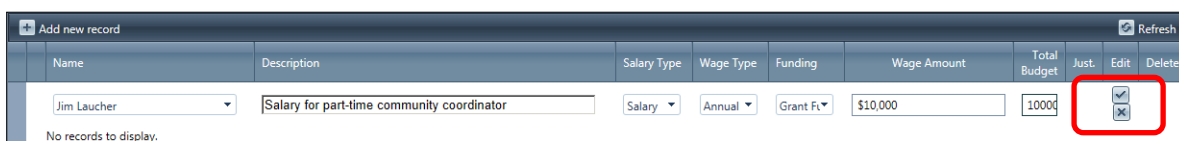
- **Description:** Briefly describe the person's role (for example: New Admin Assistant)
- **Salary Type:** Indicate whether the line item is considered Salary, Fringe, or Overtime
- **Wage Type:** Indicate whether the line item is Salary or Hourly
- **Funding:** Select the means by which the position will be funded – Grant Funds, Cash Match, or In-Kind Match.

**The following provisions apply to match requirements:**

- ⇒ The sub-recipient may satisfy the match requirement with either CASH (e.g., funds contributed from private sources or State and local governments such as a portion of someone's salary) or
- ⇒ IN-KIND services (e.g., services or goods donated by the applicant organization or other entities such as a volunteer or donated food)
- ⇒ Funds from other Federal sources may not be used to meet the match requirement.
- ⇒ Funds or in-kind resources used as match must be directly related to the project goals and objectives.
- ⇒ Sub-recipients must maintain records which clearly show the source, the amount, and the timing of all matching contributions.
- ⇒ Sources of match are restricted to the same requirements as funds allocated under the federal program and must be documented in the same manner as federal program funds, including financial and programmatic reports.

- **Annual Salary:** Enter the annual salary for the position. If it is an hourly position, you must annualize it to calculate the annual salary and enter it here.
- **Requested Amount:** Enter the amount of funds you are requesting for this resource.

5. Click the **Checkmark** below **Edit** to add the new line item to the Personnel budget category. If you click the **X** button instead, the information you entered for this line item will be lost and you will be returned to the [Original Grant Application Budget](#) screen.



Name	Description	Salary Type	Wage Type	Funding	Wage Amount	Total Budget	Just.	Edit	Delete
Jim Laucher	Salary for part-time community coordinator	Salary	Annual	Grant F.	\$10,000	10000		<input checked="" type="checkbox"/>	<input type="checkbox"/>

No records to display.

Figure 69 - Save new budget line item

6. After your new line item is saved, you are returned to the [Original Grant Application Budget](#) window:

App. Number:	Requested Funds:	Match Funds:	% of Project Cost:	Project Dates:	Title:	Application Status:
[Unassigned]	\$10,000.00	\$0.00	0.00 %	07/01/2012 - 06/30/2013	Test	Pending

Budget Category	Total Grant Funds	Total Cash Match	Total In Kind	Total Budget
Personnel	\$10,000.00	\$0.00	\$0.00	\$10,000.00

Name	Description	Salary Type	Wage Type	Funding	Wage Amount	Total Budget	Just.	Edit	Delete
Jim Laucher	Salary for part-time community coordinator	Salary	Annual	Grant Funds	\$10,000.00	\$10,000.00			
Operating Expenses					\$0.00	\$0.00			
Travel					\$0.00	\$0.00			
Contractual Services					\$0.00	\$0.00			
Equipment					\$0.00	\$0.00			
Other					\$0.00	\$0.00			

Figure 70 - Budget Totals Updated based on New Line Item

The following budget amounts are updated to reflect the newly added line item:

- Budget Category Total for each Match Type
  - Total of all Categories for each Match Type
  - Total Project Budget
7. Repeat Steps 4 - 7 for each budget entry you wish to make (expand category, add new record, enter line item information, and save the entry).

App. Number:	Requested Funds:	Match Funds:	% of Project Cost:
[Unassigned]	\$10,000.00	\$0.00	0.00 %

Budget Category	Total Grant Funds
Personnel	\$10,000.00

Name	Description
Jim Laucher	Salary for part-time community coordinator

Budget Category	Total Grant Funds
Operating Expenses	\$0.00
Travel	\$0.00
Contractual Services	\$0.00
Equipment	\$0.00
Other	\$0.00

Figure 71 - Repeat Add New Record for each Budget Item

8. Budget totals are updated every time you save a new line item.

**NOTE:** While your new budget is saved, you must provide a justification for each entry in order to submit your application, as described in the following section.

### 5.2.1.9 Create Project Budget Justifications

In the previous section, we created a budget revision and added a line item within the Personnel budget category. To provide a justification for that item, do the following:

1. Click the **Expand** icon next to Personnel.

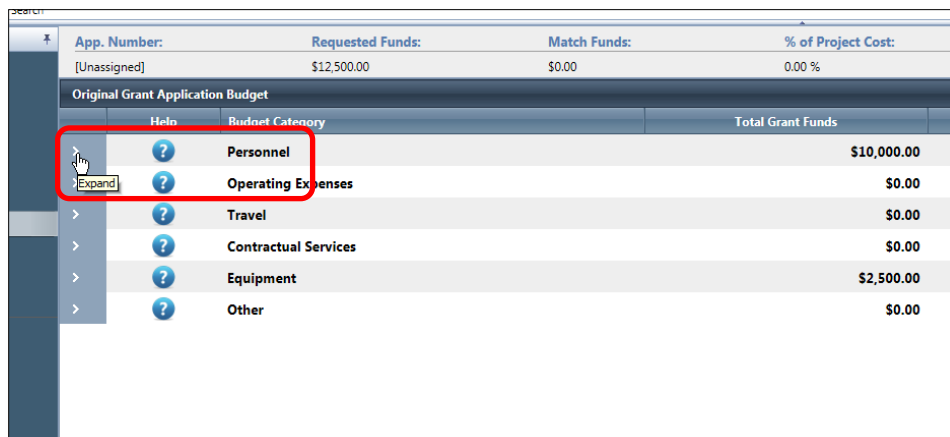


Figure 72 - Add Budget Line Item Justification - Expand Record

Records within the category are expanded automatically, and the line item you added is shown.

2. Click on the **Just** link next to the pencil icon to display the text box that you'll use to add your budget item justification.



Figure 73 - Click JUST to Enter Line Item Justification

3. Click in the **Justification text box** and type in the justification for the specific budget item you just added, then click the **Save** button.

Budget Category	Total Grant Funds	Total Cash Match	Total In Kind	Total Budget
Personnel	\$20,000.00	\$0.00	\$0.00	\$20,000.00
Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00

Figure 74 - Type in justification and hit Save

4. Repeat this procedure to add a justification to every budget line item you created in your new budget revision.
5. After creating a new budget revision, adding all required line items, and providing a justification for each line item, proceed to the next steps to complete and finalize the application.

#### 5.2.1.10 Finalize Grant Application

To summarize, the grant application process up to this point included the following tasks:

1. Create Application
2. Complete Project Face Sheet
3. Assign Officers
4. Add Additional Service Sites (if applicable)
5. Add Project Summary
6. Add Project Narrative
7. Create Project Budget and Justifications

Finalizing a grant application includes tasks you perform using GMS and those you will perform manually, as follows:

1. Attach Documents to the Application (Optional)
2. Review and Revise Application Prior to submitting it electronically in GMS
  - a. Generate a Draft (Pending Submission) Hardcopy
  - b. Review Draft Hardcopy
  - c. Revise Application in GMS if changes are required
  - d. Repeat a) through c) if necessary
3. Submit Application Electronically using GMS
4. Prepare and Deliver Hardcopy of Application
  - a. Print Hardcopy of Application using GMS
  - b. Collect Proper Signatures
  - c. Make Appropriate Number of Photocopies (as required by the NOFA)
  - d. Deliver Application Hardcopy to GOCCP

The tasks above that you perform in GMS are described in the following sections.



### 5.2.1.10.1 Attach Documents to Grant Application

1. Click Documents in the Grant Application Menu to the left of the screen.

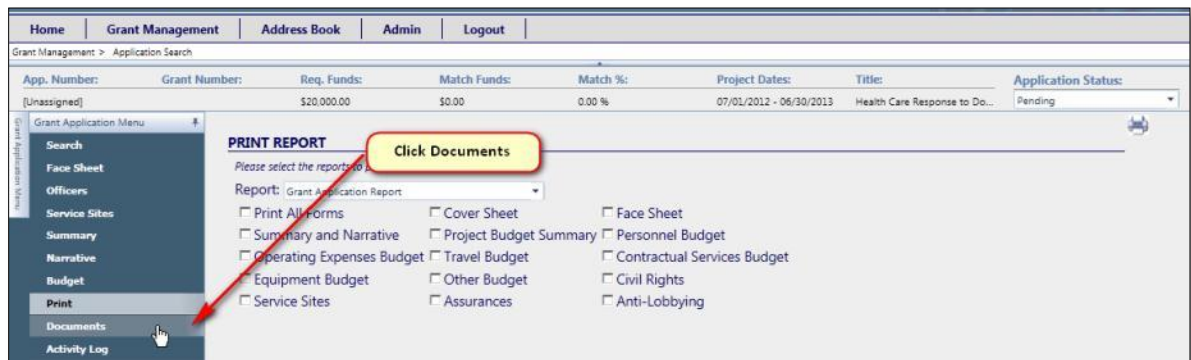


Figure 75 - Access Documents in Grant Application Menu

2. Click the Add New Record icon to display the data entry screen.



Figure 76 – Add New Document Record to Grant Application

Clicking Add New Record brings up the new document data entry screen:

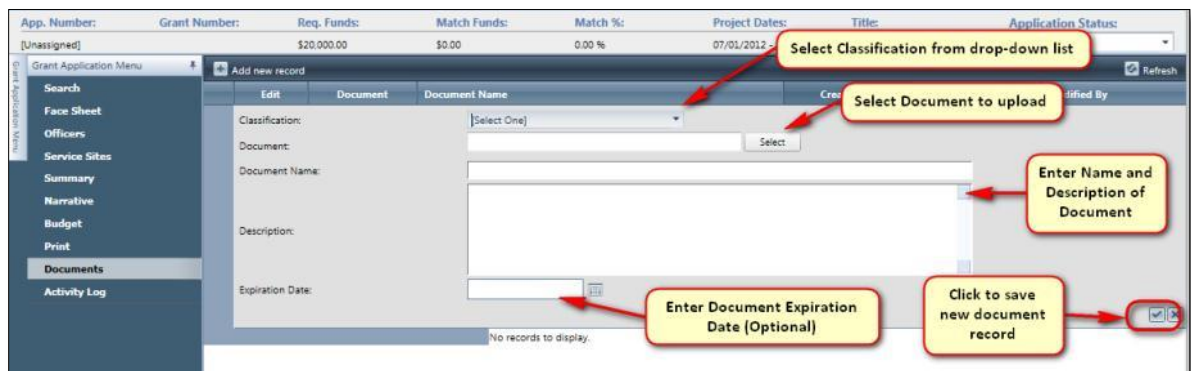


Figure 77 – New Document Data Entry Screen

3. Select a classification for the document from the Classification drop-down list.
4. Click the Select button beside the Document field. This brings up a standard dialog box that allows you to search for the document on your hard disk and select it. If your computer runs the Microsoft Windows 7 operating system, the dialog will appear similar to the following figure:

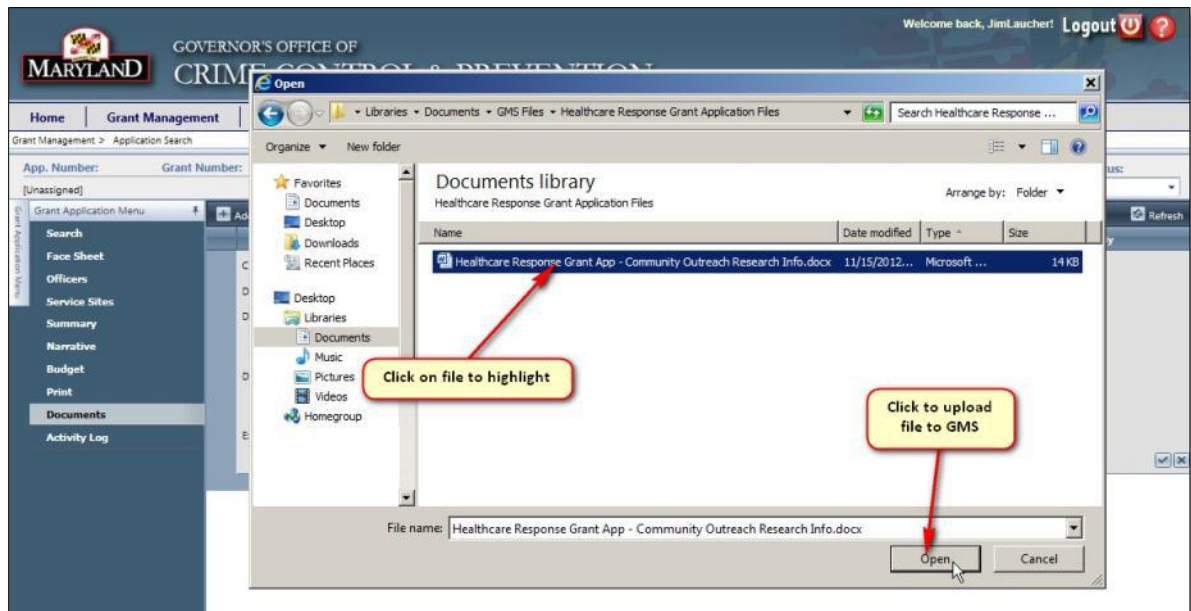


Figure 78 – Select File from Computer to Upload to GMS

- Browse your computer for the file you wish to upload. When you locate the file, click on it to highlight it, then click the Open button to upload the file to GMS.
- If your computer is running a different operating system, the dialog box may appear differently – you would still just browse for the file and select it to upload it.

After you select the document to upload, you are returned to the Data Entry screen and the document you uploaded is listed next to the Document label. Complete the remaining fields as follows:

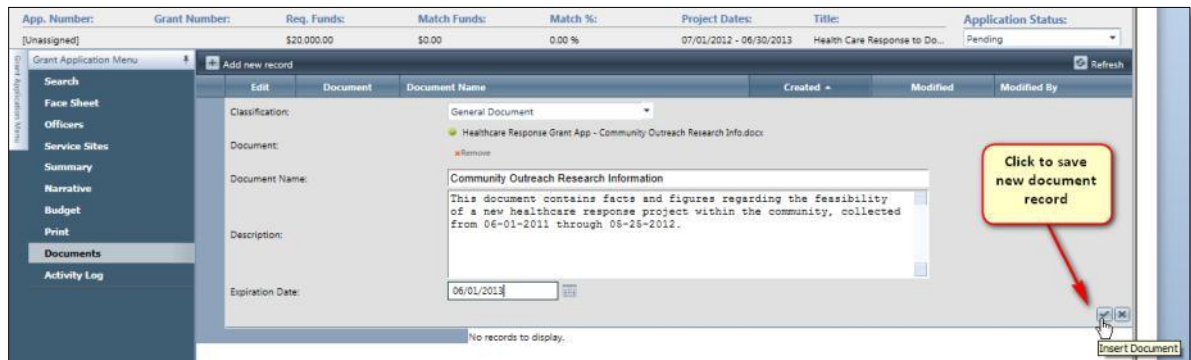


Figure 79 – Complete Remaining Data Entry

5. Type a descriptive name for the document in the Document Name field.
6. Type a detailed description of the document into the Description field.
7. If applicable, add a date that the document will no longer be available. Either click the calendar icon next to the Expiration Date field and choose a date by clicking on it, or type the date directly into the Expiration Date text field in the format MM/DD/YYYY (ex. 05/01/2013).
8. Click the checkmark icon to the lower left of the screen to upload and save the document to the Funding Program. If you click on the cancel icon (X), the document will not be uploaded or saved

and you'll be returned to the previous screen. The newly added document is now displayed in the Documents list:



Figure 80 – New Document Record Displayed in List

#### 5.2.1.10.2 Generate and Review a Draft (Pending Submission) Hardcopy of the Grant Application

Hardcopies generated *before completing electronic submission* say “Pending Submission” and will not be accepted by GOCCP. Use this hardcopy of the application as a review tool. After you electronically submit the application, you can generate and print a final hardcopy, which you will deliver to the GOCCP manually.

1. Use the instructions in this section to generate a *draft* hardcopy of your complete application in PDF format.
2. Print the hardcopy or view the PDF on your computer and review it for completeness. If you notice incomplete or incorrect information, edit the relevant section of the application using the instructions in Sections 5.2.1.3 through 5.2.1.9.
3. Repeat the first two steps until the application is complete and all the information is correct. At this point you can proceed to the next section and electronically submit the application.

**To generate a draft hardcopy of your grant application in PDF format:**

1. Click **Print** in the Grant Application Menu.

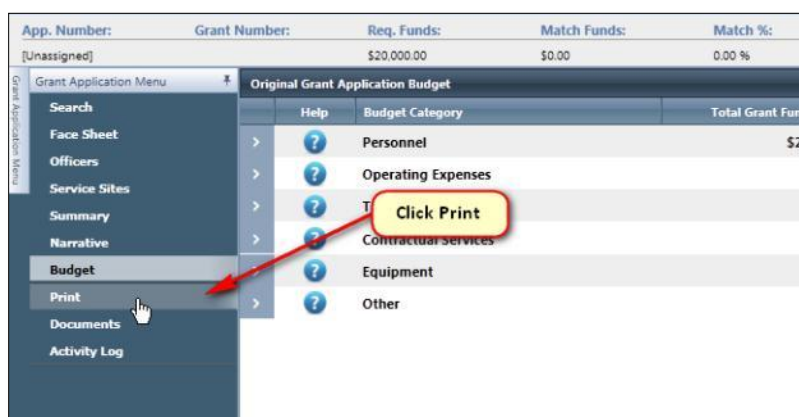


Figure 81 – Access Print from Grant Application Menu

2. Click the **Report** drop-down list arrow and select the report you want to print.

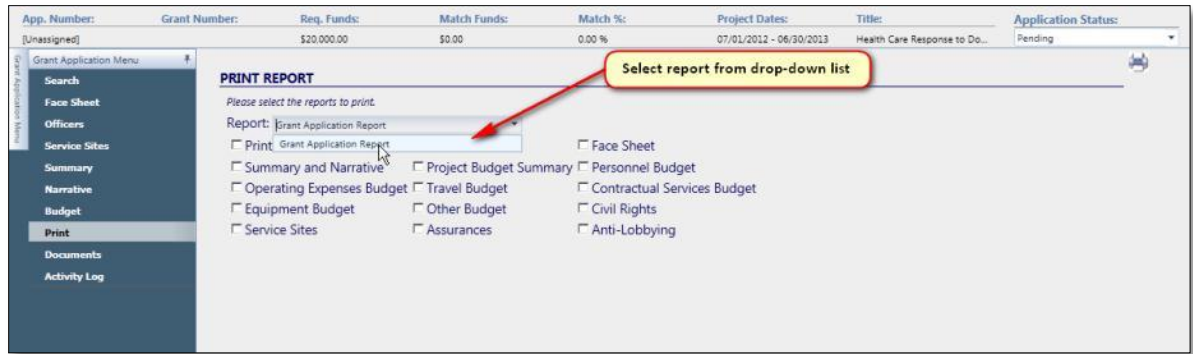


Figure 82 – Select Report from Drop-down List

3. The "Grant Application Report" is a complete report of your application and contains several forms. Click in the checkbox beside each form you wish to be included in the report, or click in the checkbox beside "Print All Forms" to select all forms automatically.

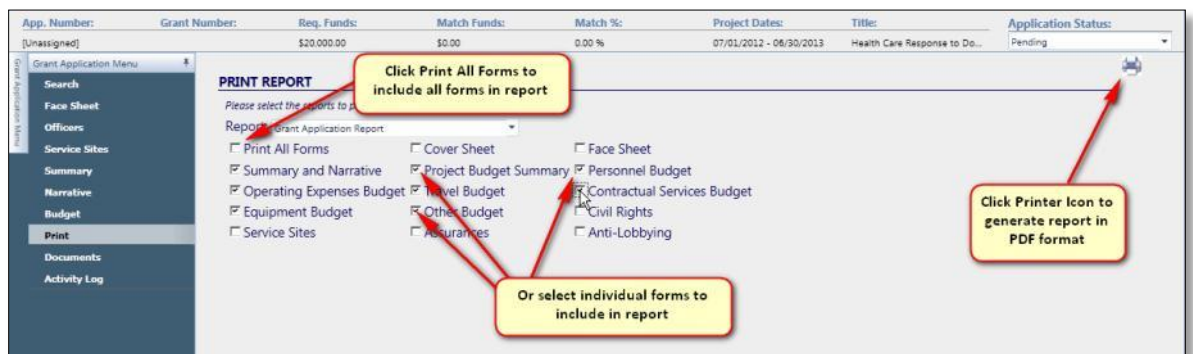


Figure 83 – Select Forms to Include in Report

4. Click on the **Printer icon** to generate a report containing the items you selected.
5. If you are using Microsoft Internet Explorer, a dialog box will appear at the bottom of the browser when the report is ready:

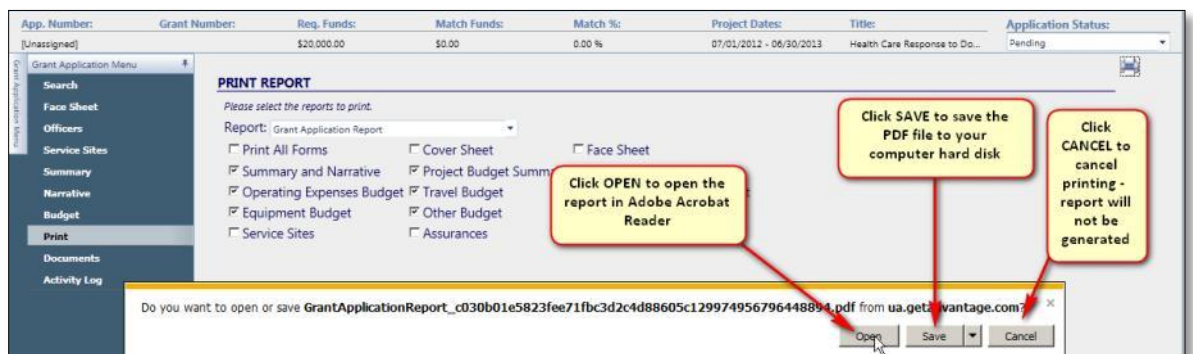


Figure 84 – Select Forms to Include in Report

- Click OPEN to view the report in Adobe Acrobat Reader, click Save to save the PDF file to your computer hard disk, or click CANCEL to cancel generation of the report.
- If you use a different browser, you will still have the same options, but they may be presented differently.

6. If you selected OPEN, the report will now be displayed in Adobe Acrobat Reader:

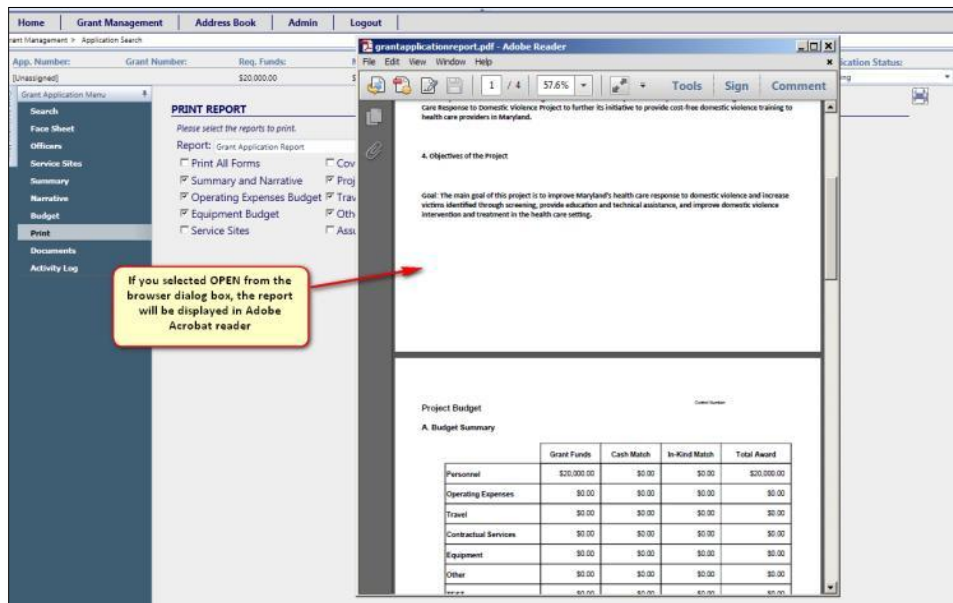


Figure 85 – Select Forms to Include in Report

## Review your Grant Application

Be sure to carefully review all of the forms you printed as part of your application.

In addition to checking it for completeness, ensure that contact names and addresses, email addresses, and signature lines are all present and correct. Often when any of these items are missing or incorrect, it means your user ID or other contact information may have not been set up correctly in GMS. For example:

- If the name of the Authorized official is missing from the signature line of the Assurances or Anti Lobbying forms, then an Authorized Official must be assigned to the Organization. Select Address Book, Organizations, Edit Organization, and use the drop down list to select an Authorized official (refer to Section Navigating GMS for further instructions if necessary). The application report will now include the name of the Authorized Official.
- If the email or address in a letter is missing, then your contact information in the GMS address book needs to be updated.
- If you (or your implementing agency) address is missing, then your organization's information needs to be updated in the GMS address book.
- If you notice any of these issues with your reports, please contact GMS support to have your information updated or corrected.

If you notice incomplete or incorrect information, edit the relevant section of the application using the instructions in Sections 5.2.1.3 through 5.2.1.9 accessible via the Grant Application Menu:



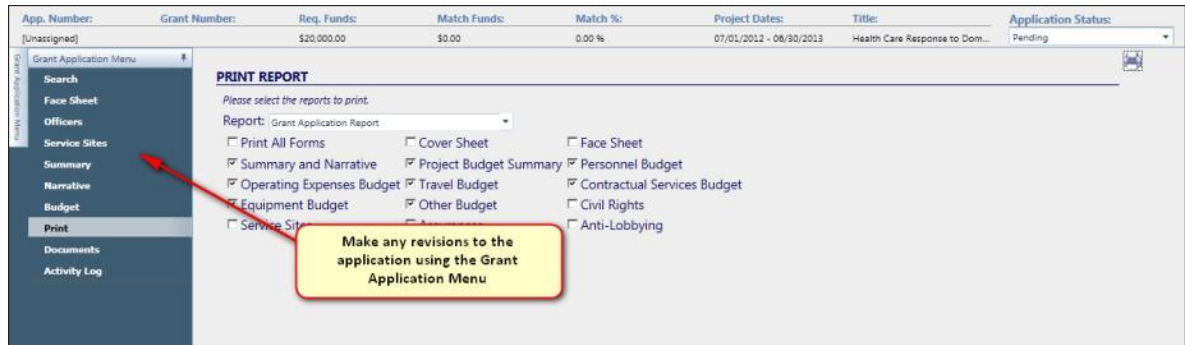


Figure 86 – Make Revisions using the Grant Application Menu

You can print a draft grant application report at any time after making revisions. When you have completed the application, proceed to the next step and electronically submit the application.

### 5.2.1.10.3 Electronically Submit Grant Application to GOCCP

1. Submit your application to GOCCP by clicking in the Status drop-down list and selecting **Submit Application**.

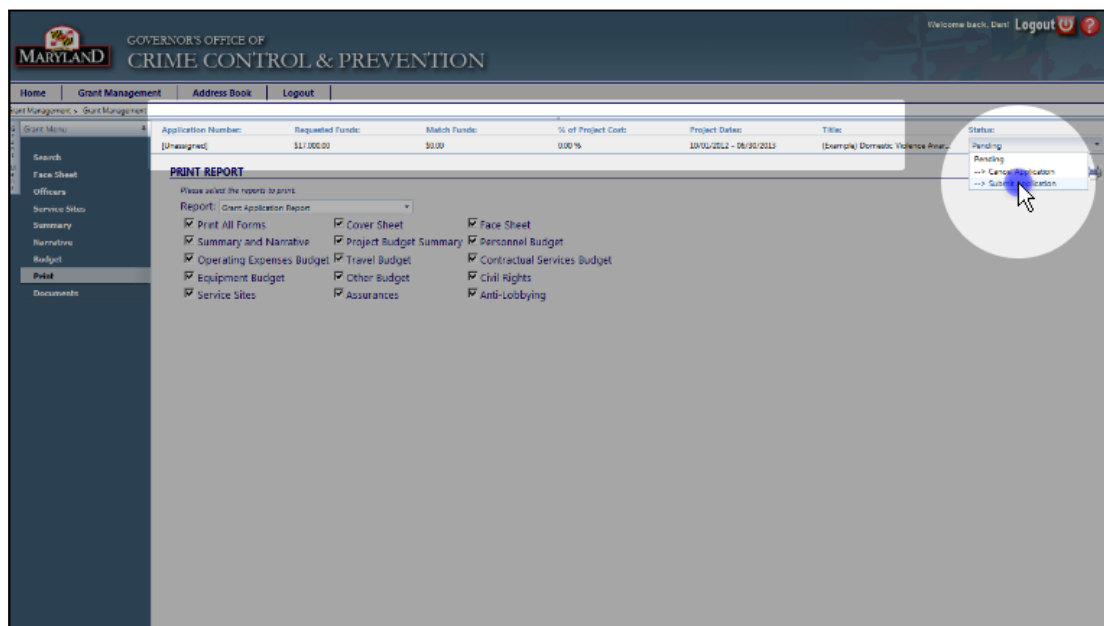


Figure 87 - Submit Application to GOCCP by Changing Status to Submit Application

2. The Submit Application process validates rules to make sure all required fields are completed and correct.
3. If validation fails, a list of required fields will display indicating what needs to be completed in Grant Application
4. When validation is successful, the status will change to “Application Submitted” and a message is displayed to confirm that your application has been submitted.

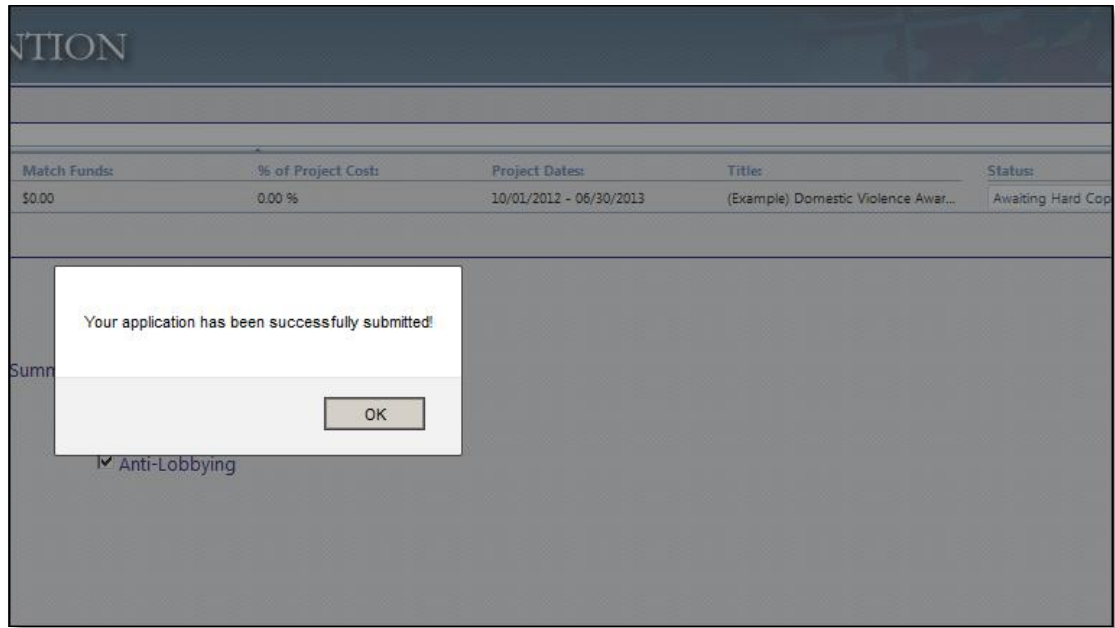


Figure 88 - Submission Confirmation Message

5. Click the OK button in the submission confirmation dialog box, which will bring you directly to the Print screen where you can print the final hardcopy which you will deliver to GOCCP manually, as described in the following section.

#### 5.2.1.10.4 Prepare and Deliver Hardcopy of Application

When you generate a report after successfully submitting the application in GMS, the report will no longer contain the text “Pending Submission”, and can be delivered to GOCCP in hardcopy format. Refer to the instructions in Section 5.2.1.10.2 for printing your hardcopy report. To complete the application process:

- Collect Proper Signatures (have the Authorized Official for the Applicant Agency sign in the appropriate places)
- Make Appropriate Number of Photocopies (as required by the NOFA) and attach any letters of support or other documents to the paper application
- Deliver Application Hardcopy to GOCCP: An original and appropriate number of copies need to be delivered to GOCCP by the hardcopy deadline. The number of copies and deadline dates are outlined in the hardcopy NOFA.

#### 5.2.1.11 View New Grant Application in Home Page

1. You can now print your newly submitted application.
2. Click **Home** to return to your home screen.



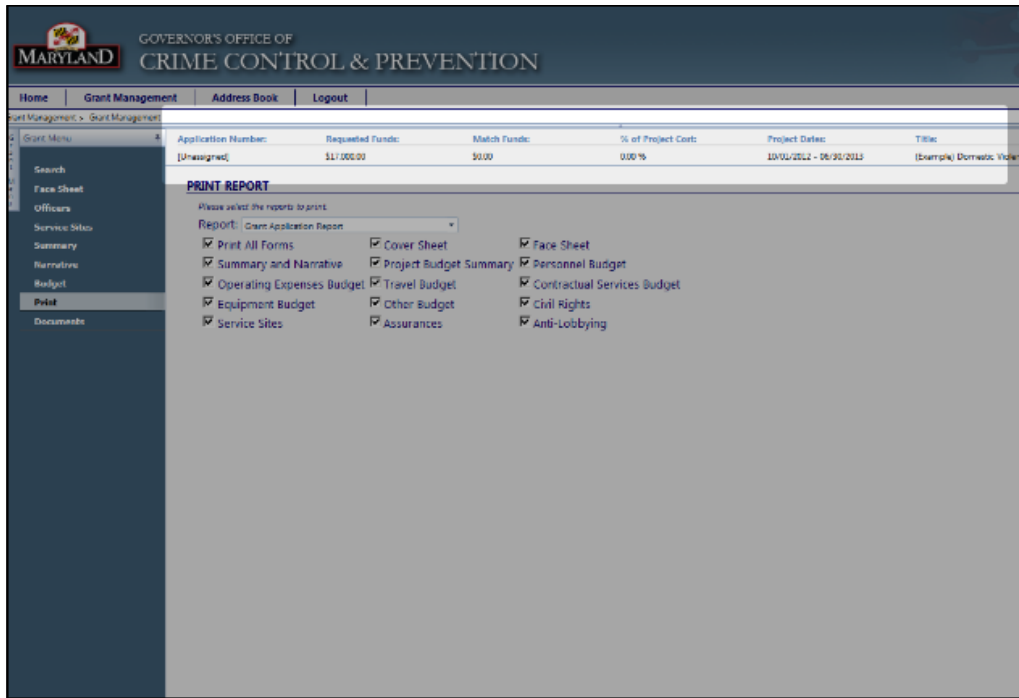


Figure 89 - Click Home to Return to your Home Screen

3. Your new application will appear in the Applications Dashboard, with the *Status of Awaiting Hardcopy*.

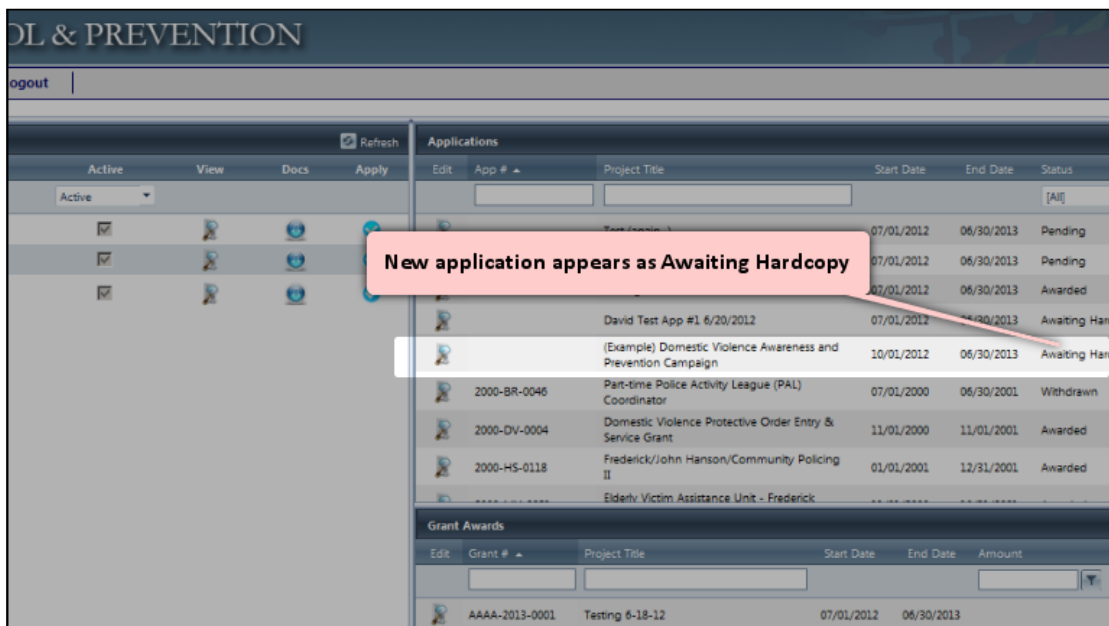


Figure 90 - New Application is displayed in Home Screen - Applications Dashboard

## 5.2.2 Add a Budget Revision

In GMS, the original budget for a project is called the **Original Grant Application Budget**, which contains budget line items originally entered in the application.

- Any time you revise, update, or add line items to your project budget after it was originally submitted, a **Budget Revision** is created. (Screenshots are included after this paragraph)
- This provides you with an audit trail of all changes made to your project budget; each revision can be viewed individually at any time from the main project budget screen.

Following is a summary of steps involved in creating a budget revision for your project:

Before proceeding, it may be helpful to generate a printed budget notice.

Begin by clicking on Add New Budget Revision. The Add New Budget Revision window is displayed:

Budget Category	Total Grant Funds	Total Cash Match	Total In Kind	Total Budget
Personnel	\$0.00	\$0.00	\$0.00	\$0.00
Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Figure 91 - Add New Budget Revision

- The Add New Budget Revision window is displayed, maximized and pinned within the process area. In the upper-right corner of the windows are icons that allow you to resize the window so that you can simultaneously view the most recent version while you're editing the new revision:

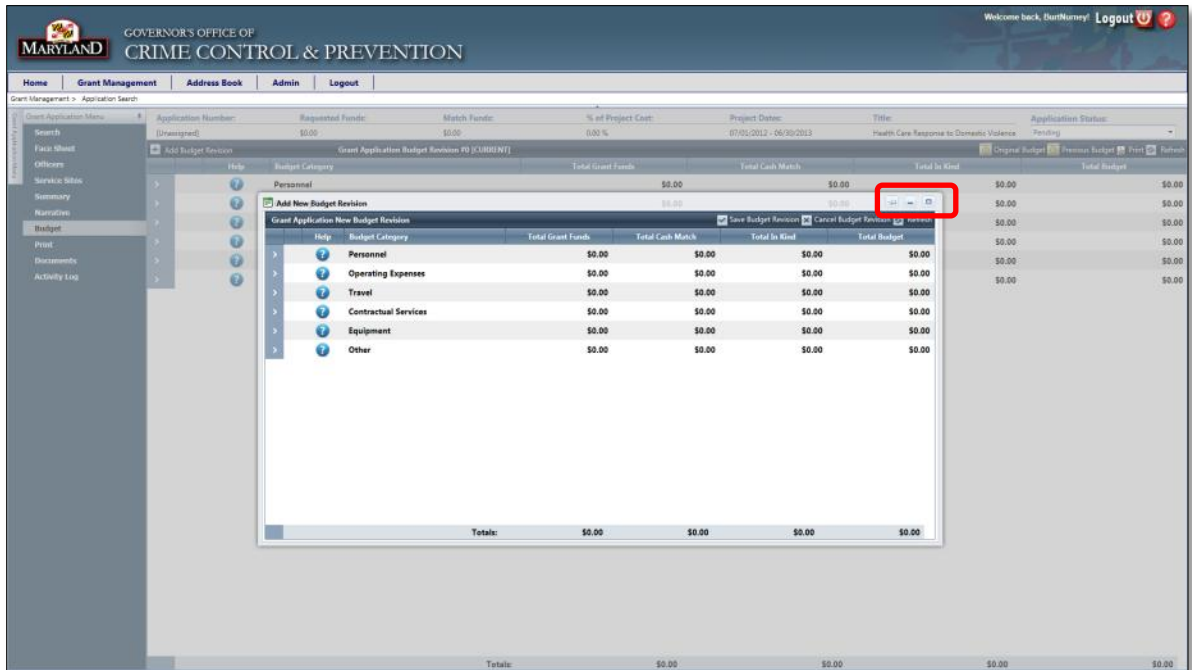


Figure 92 - Add New Budget Revision Window (Resized to view Current Budget Revision)

**NOTE:** Although you can view the most recent budget revision in the background, while the Add New Budget Revision window is active – maximized or not – you can only work within it; to get back to the main Budget Revision screen you must either save or cancel editing the new revision.

1. Click the **Expand** icon next to the Budget Category you want to add a new entry for. For this example procedure, click the **Expand** icon next to the **Personnel** Budget Category. Then click the **+** icon beside **Add New Record**.

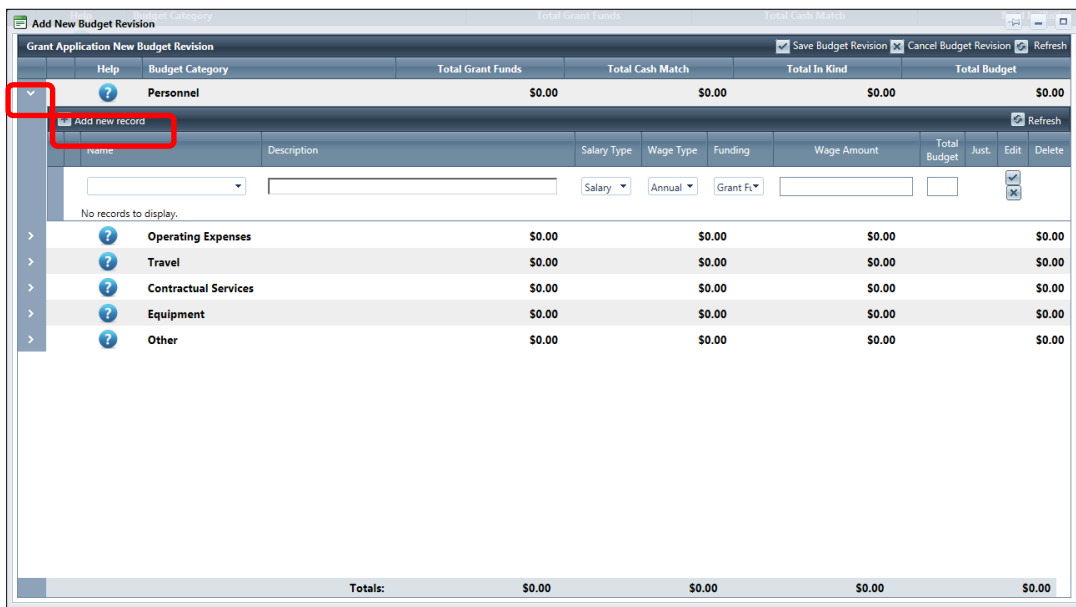


Figure 93 - Expand Budget Category and Add New Record

2. Add the required information to the new Personnel record as described below.

Name	Description	Salary Type	Wage Type	Funding	Wage Amount	Total Budget	Just.	Edit	Delete
Jim Laucher	Salary for part-time community coordinator	Salary	Annual	Grant F.	\$10,000	10000	<input type="checkbox"/>	<input type="checkbox"/>	X

No records to display.

Figure 94 - Add Line Item Information

- **Name:** If available, type the name of the person in your organization you want to fund with this grant. If you have not yet hired the person or assigned someone to this position, leave this field blank.
- **Description:** Briefly describe the person's role (for example: New Admin Assistant)
- **Salary Type:** Indicate whether the line item is considered Salary, Fringe, or Overtime
- **Wage Type:** Indicate whether the line item is Salary or Hourly
- **Funding:** Select the means by which the position will be funded – Grant Funds, Cash Match, or In-Kind Match.

**The following provisions apply to match requirements:**

- ⇒ The sub-recipient may satisfy the match requirement with either CASH (e.g., funds contributed from private sources or State and local governments such as a portion of someone's salary) or
  - ⇒ IN-KIND services (e.g., services or goods donated by the applicant organization or other entities such as a volunteer or donated food)
  - ⇒ Funds from other Federal sources may not be used to meet the match requirement.
  - ⇒ Funds or in-kind resources used as match must be directly related to the project goals and objectives.
  - ⇒ Sub-recipients must maintain records which clearly show the source, the amount, and the timing of all matching contributions.
  - ⇒ Sources of match are restricted to the same requirements as funds allocated under the federal program and must be documented in the same manner as federal program funds, including financial and programmatic reports.
- **Annual Salary:** Enter the annual salary for the position. If it is an hourly position, you must annualize it to calculate the annual salary and enter it here.
  - **Requested Amount:** Enter the amount of funds you are requesting for this resource.

3. Click the **Checkmark** below **Edit** to add the new line item to the Personnel budget category. If you click the **X** button instead, the information you entered for this line item will be lost and you will be returned to the [Add New Budget Revision](#) window.

Name	Description	Salary Type	Wage Type	Funding	Wage Amount	Total Budget	Just.	Edit	Delete
Jim Laucher	Salary for part-time community coordinator	Salary	Annual	Grant F.	\$10,000	10000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	X

No records to display.

Figure 95 - Save new budget line item

4. After your new line item is saved, you are returned to the [Add New Budget Revision](#) window:

Help	Budget Category	Total Grant Funds	Total Cash Match	Total In Kind	Total Budget
?	Personnel	\$10,000.00	\$0.00	\$0.00	\$10,000.00
?	Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
?	Travel	\$0.00	\$0.00	\$0.00	\$0.00
?	Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
?	Equipment	\$0.00	\$0.00	\$0.00	\$0.00
?	Other	\$0.00	\$0.00	\$0.00	\$0.00
Totals:		\$10,000.00	\$0.00	\$0.00	\$10,000.00

Figure 96 - Budget Totals Updated based on New Line Item

The following budget amounts are updated to reflect the newly added line item:

- Budget Category Total for each Match Type
- Total of all Categories for each Match Type
- Total Project Budget

5. Similarly you can delete a previously entered budget item by clicking the X in the Delete column.

Description	Funding	Quantity	Unit Cost	Total Budget	Just.	Edit	Delete
DV Shelter repairs	Grant Funds	20	0.1	\$2,000.00	justificat [...more...]		X

6. Repeat the steps above for each budget entry you wish to make (expand category, add new record, enter line item information, and save the entry).

Help	Budget Category	Total Grant Funds	Total Cash Match	Total In Kind	Total Budget
?	Personnel	\$10,000.00	\$0.00	\$0.00	\$10,000.00
?	Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
?	Travel	\$0.00	\$0.00	\$0.00	\$0.00
?	Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
?	Equipment	\$0.00	\$0.00	\$0.00	\$0.00
?	Other	\$0.00	\$0.00	\$0.00	\$0.00
Totals:		\$10,000.00	\$0.00	\$0.00	\$10,000.00

Figure 97 - Complete Remaining Budget Entries

7. When you've entered all of your budget line items, click the **Checkmark** beside **Save Budget Revision**.

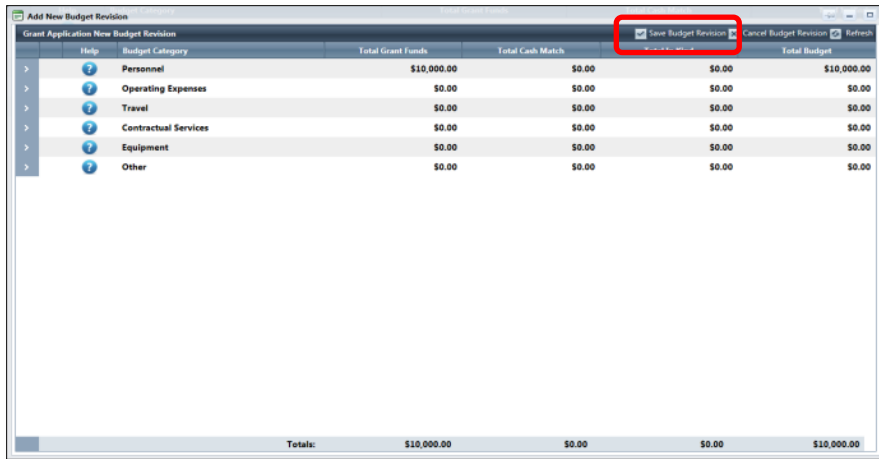


Figure 98 - Click Save Button to Save Budget Revision

8. You are returned to the main **Budget Revision** screen and see a new Budget Version Number:

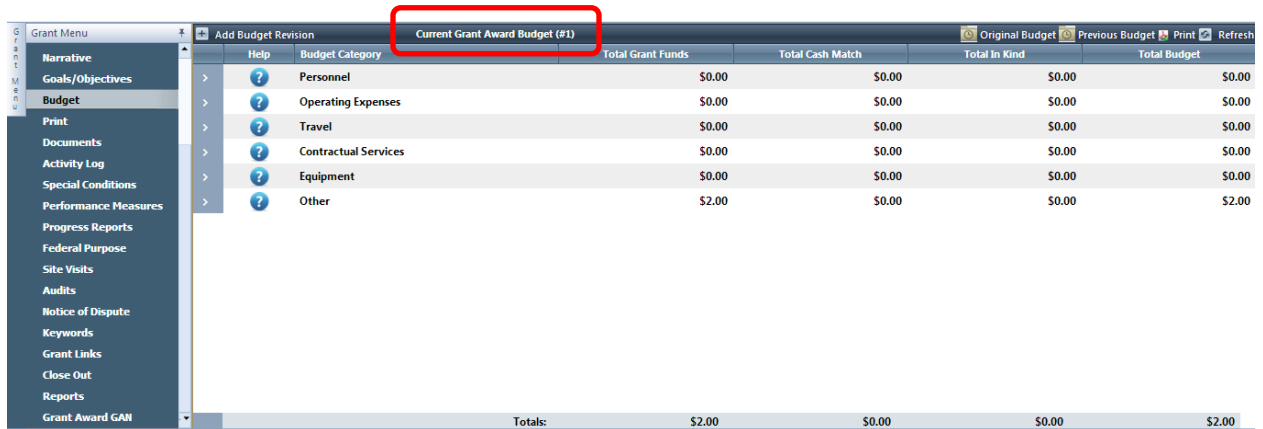


Figure 99 - Returned to main Budget Revision screen with a new budget version number

**NOTE:** While your new budget is saved, you must provide a justification for each entry in order to submit your application, as described in [Section 6.2.1.9](#).

## 5.3 Maintaining Grant Awards

### 5.3.1 Perform Financial and Programmatic Reporting

Access the GMS programmatic reporting tools to complete and submit the regular report forms (Performance Measurements, Progress Reports, and Financial Reports) required by GOCCP for grant award compliance.

In short, programmatic reporting involves the following steps:

1. Answer, Save, and electronically Submit Performance Measure Questions
2. Print hardcopies of your work, sign, and mail to GOCCP
3. Answer, Save, and electronically Submit Progress Report Questions
4. Print hardcopies of your work, sign, and mail to GOCCP

Financial reporting involves the following steps:

1. Complete, Save, and electronically Submit Budget/Financial Report
2. Print hardcopies of your work, sign, and mail to GOCCP

#### 5.3.1.1 Access the Grant Award Reporting Tools

1. Locate the grant that you want to submit reports for in the Grant Awards Dashboard and click the magnifying glass in the Edit column for this grant.

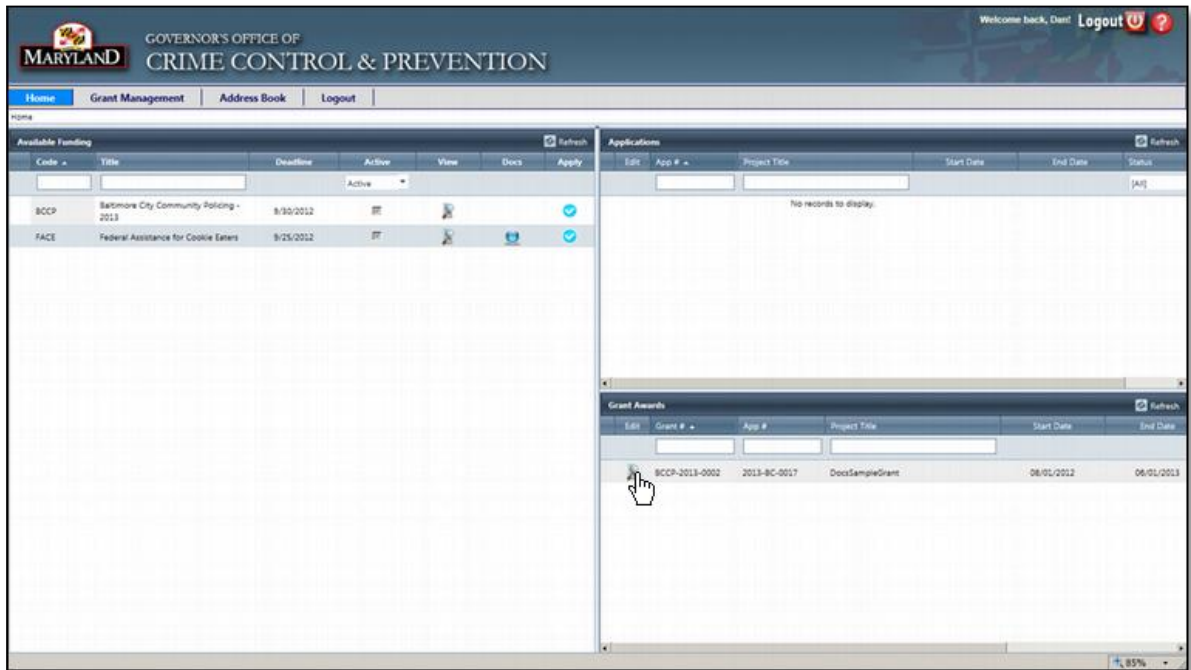


Figure 100 - Edit Grant Award

2. This takes you to the Grant Award screen, which is displayed in two panels:
  - On the left is the Grant Award Menu, which displays a list of categories of information specific to the grant award you selected from my home page.
  - Clicking on any category displays detailed information about your grant pertaining to that category in the right panel of the screen.
  - By default, this screen takes you to the Face Sheet item in the Grant Award Menu.



**GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION**

Welcome back, externaluser! Logout

Home | Grant Management | Address Book | Logout

Grant Management > Award Search

Grant Number	Awarded	Award Reported %	Match	Match Reported %	Project Dates	Title	Status
585E-2013-1632	\$18,000.00	0.00 %	\$0.00	0.00 %	08/01/2012 - 06/30/2013	Overtime Patrols	Award In Compliance

**GRANT SEQUENCE NUMBER**  
Sequence Number: 1632

**PROJECT TITLE**  
Project Title: Overtime Patrols

**APPLICANT AGENCY**  
 Frederick City Police Department  
 Is service site? ☐  
 Address: 100 West Patrick Street  
 City, State Zip: Frederick, MD 21701  
 Org. Type: Local Government  
 County: Frederick  
 Auth. Official: Kim Dine

**IMPLEMENTING AGENCY**  
 Frederick City Police Department  
 Is service site? ☐  
 Address: 100 West Patrick Street  
 City, State Zip: Frederick, MD 21701  
 Org. Type: Local Government  
 County: Frederick  
 Auth. Official: Kim Dine

**PROJECT DATES**  
 GFD Code: 585E  
 GFD Title: School Bus Safety Enforcement - 2013  
 Funding Start Date: 7/1/2012  
 Funding End Date: 6/30/2013  
 Start Date: 8/1/2012  
 End Date: 6/30/2013

**AWARD DATES**  
 Approved Letter Pending: 7/31/2012  
 Award Letter Sent: ☐  
 Award Accepted: ☐  
 Accept Package Sent: ☐  
 Proj. Commencement Date: ☐

SAVE

Figure 101 - Grant Award Menu and Process Area

- Click on the Reports category in the Grand Award Menu to access the programmatic reporting tools.

**GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION**

Welcome back, externaluser! Logout

Home | Grant Management | Address Book | Logout

Grant Management > Award Search

Grant Number	Awarded	Award Reported %	Match	Match Reported %	Project Dates	Title	Status
585E-2013-1632	\$18,000.00	0.00 %	\$0.00	0.00 %	08/01/2012 - 06/30/2013	Overtime Patrols	Award In Compliance

**Performance Measures**  
**Progress Reports**  
**Financial Reports**

Add new record

Edit	View	Report	Period Start	Period End	Status	Submitted	Last Update	Report Type
No records to display.								

Refresh

Figure 102 - Grant Award Menu - Reports Item

The types of reports you'll submit to keep your grant award in compliance are highlighted in light blue in the panel on the right. In general you'll need to submit three types of reports:

- Performance Measures
- Progress Reports
- Financial Reports.

NOTE: When performing programmatic and financial reporting, you use the Add New Record feature under each category to add new reporting entries. Once you've added a new record, if for any reason you need to delete the entry and start over by adding a new one, you can delete the record you just

added by clicking the X icon in the Delete column, as shown below. You must do this prior to submitting the entry for review.

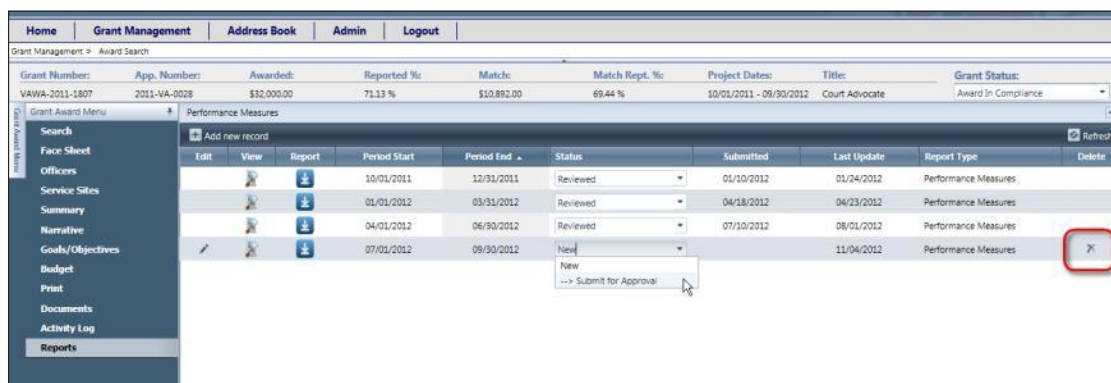


Figure 103 - Deleting a Newly Added Record (Must delete before submitting for approval)

### 5.3.1.2 Answer, Save, and Submit Performance Measure Questions

1. Click on the Performance Measures bar highlighted in light blue in the process area to expand the section.

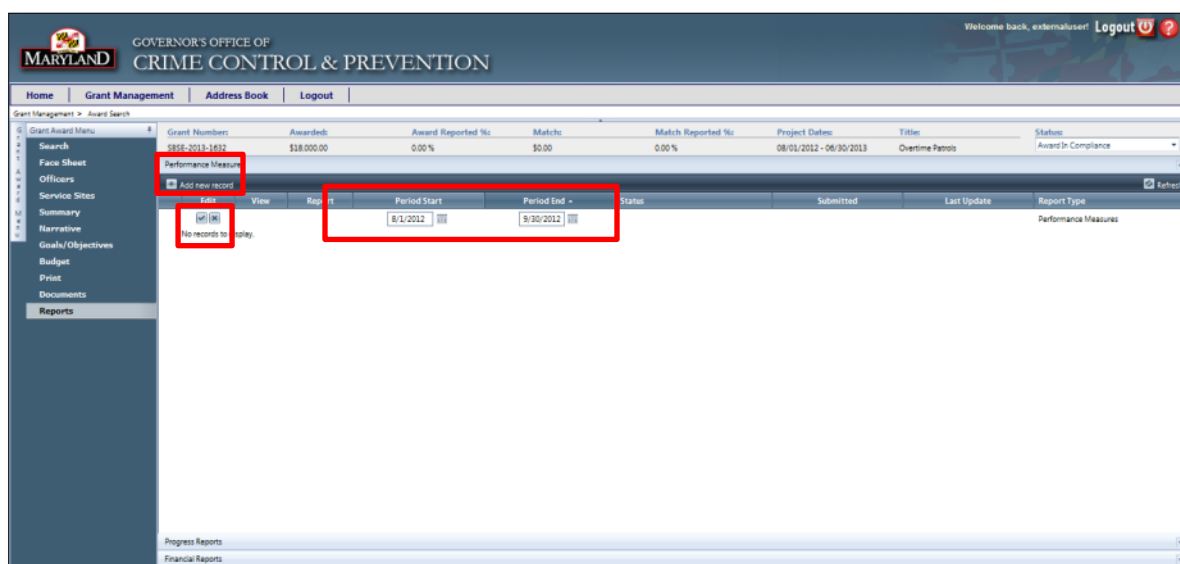


Figure 104 - Add New Performance Measure Record

2. Click on the Add New Record icon to add a new Performance Measures record.
3. The system automatically fills the period start and end date. The period start date is the first day of the first month of the quarter you're reporting. The period end date is the end date of the standard quarterly reporting period (which may be less the 3 months if the project started in the middle of one of the standard reporting periods) or the project end date, whichever is sooner.
4. Click the checkmark to save the dates. Doing this adds a new record for the reporting quarter.
5. Click on the Magnifying glass icon in the View column of the record you just added to view the performance measure questions.

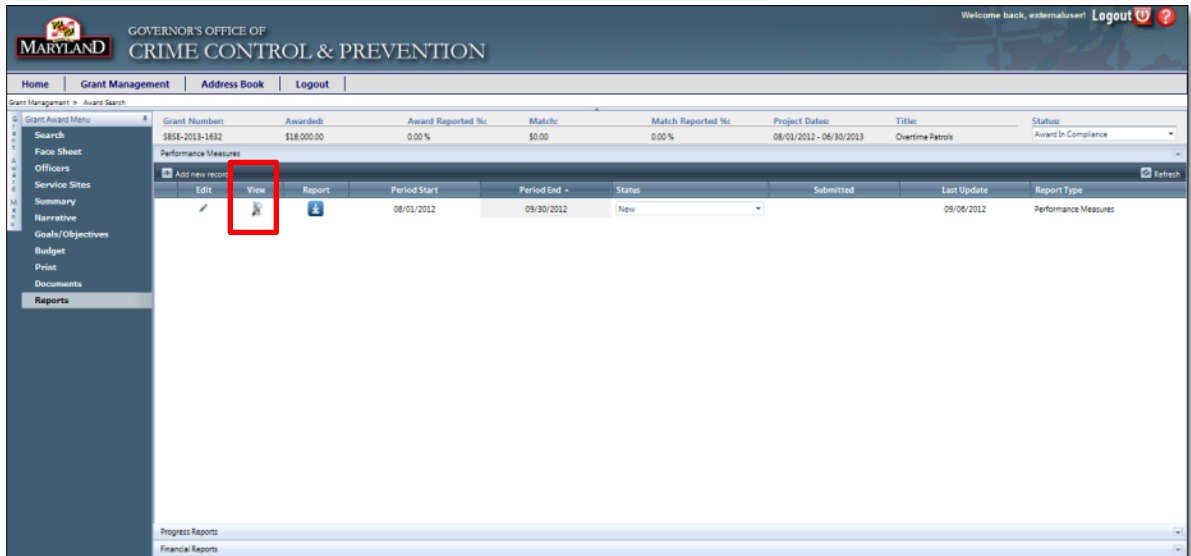


Figure 105 - View New Performance Measure Record Detail

6. Provide answers to the questions, and click the Save button when you're done.

The screenshot shows the 'GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION' web application. The left sidebar contains a 'Performance Measures' menu. The main content area displays a form titled 'Performance Measures' with a table of questions. The questions are numbered 1 through 12 and ask for various statistics related to citations and violations. The 'Status' column has a dropdown menu with 'New' selected. A red box highlights the 'Save' button at the bottom right of the form.

Figure 106 - Answer Performance Measure Questions

7. Submit your completed quarterly Performance Measures for approval by clicking the drop-down list under the Status column and select "Submit for Approval". After doing this, the Status will change to Submitted.



Figure 107 - Submit Performance Measure Questions for Approval

### 5.3.1.3 Answer, Save, and Submit Progress Report Questions

1. Click on Reports in the Grant Award Menu to return you to the Reports process area screen.

The screenshot shows the 'GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION' web application. The left sidebar contains a 'Grant Award Menu' with options: Search, Face Sheet, Officers, Service Sites, Summary, Narrative, Goals/Objectives, Budget, Pops, and Reports (highlighted with a red box). The main content area displays a 'Grant Award' summary for '08-08-2012-002' with fields for Award Amount (\$18,000.00), Requested (\$0.00), Reimbursed (\$0.00), Available (\$18,000.00), Report Period (08/01/2012-08/30/2012), and Status (Submitted). Below this is a 'Performance Measures' table with 12 rows of questions and their corresponding counts. At the bottom, a 'Reports List' table shows a single report entry.

Number	Question	Response
1	Please indicate the number of citations issued for violations of Transportation Article, 21-706 (legally passing a school bus that is stopped and operating alternately flashing red lights during the reporting period.	0
2	Please indicate the number of written warnings issued for violations of Transportation Article, 21-706 (legally passing a school bus that is stopped and operating alternately flashing red lights during the reporting period.	2
3	Please indicate the number of complaints received for vehicles legally passing a school bus during the reporting period.	1
4	Please indicate the number of warning letters mailed for complaints of vehicles legally passing a school bus during the reporting period.	1
5	Please indicate the number of Safety Repair Orders (SRO's) issued during the reporting period.	4
6	Please indicate the number of arrests made during this reporting period.	23
7	Please indicate the number of SRO overtime hours worked during this reporting period.	46
8	Please indicate the number of citations issued during this reporting period for speeding.	88
9	Please indicate the number of citations issued during this reporting period for stop sign violations.	12
10	Please indicate the number of citations issued during this reporting period for seat belt violations.	8
11	Please indicate the number of citations issued during this reporting period for DUI violations.	18
12	Please indicate the number of citations issued during this reporting period for Other violations.	114

View	Report	Period Start	Period End	Status	Submitted	Last Update	Report Type
		08/01/2012	08/30/2012	Submitted	08/06/2012	08/06/2012	Performance Measures

Figure 108 - Access Grant Award Menu Reports

2. Click on the Progress Report bar highlighted in light blue in the process area to expand the section.

The screenshot shows the same web application with the 'Reports' option selected in the left sidebar. The main content area displays a 'Grant Award' summary for '08-08-2012-002' with fields for Awarded (\$18,000.00), Award Reported % (0.00%), Match (\$0.00), Match Reported % (0.00%), Project Dates (08/01/2012 - 08/30/2012), Title (Overtime Periods), and Status (Award In Compliance). Below this is a 'Performance Measures' table with an 'Add new record' button. At the bottom, a 'Progress Reports' table shows a single report entry. The 'Progress Reports' option in the left sidebar is highlighted with a red box.

Grant Number	Awarded	Award Reported %	Match	Match Reported %	Project Dates	Title	Status
08-08-2012-002	\$18,000.00	0.00 %	\$0.00	0.00 %	08/01/2012 - 08/30/2012	Overtime Periods	Award In Compliance

View	Report	Period Start	Period End	Status	Submitted	Last Update	Report Type
		08/01/2012	08/30/2012	Submitted	08/06/2012	08/06/2012	Performance Measures

Figure 109-. Click on the Progress Report bar highlighted in light blue to expand the section

3. Click on the Add New Record icon to add a new Progress Report record.
4. The system automatically fills the period start and end date. The period start date is the first day of the first month of the quarter you're reporting. The period end date is the end date of the standard quarterly reporting period (which may be less the 3 months if the project started in the middle of one of the standard reporting periods) or the project end date, whichever is sooner.

- Click the checkmark to save the dates. Doing this adds a new record for the reporting quarter.

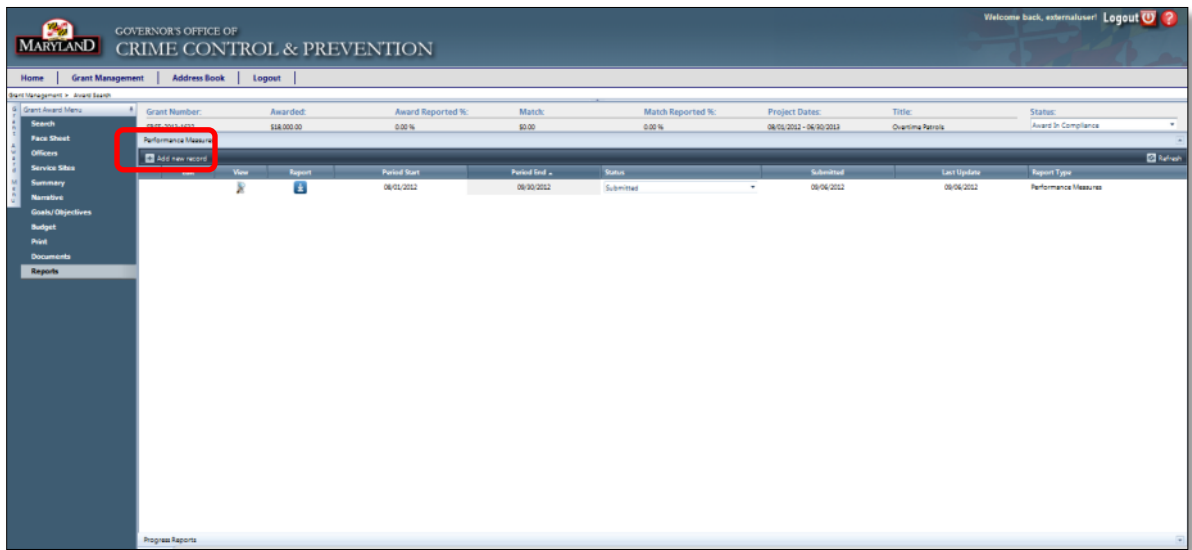


Figure 110 - Add New Progress Report Record

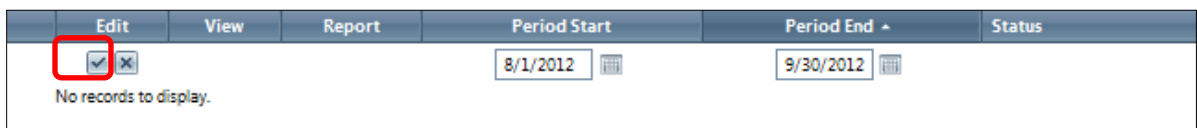


Figure 111-Insert a new Progress Report

- Click on the Magnifying glass icon in the View column of the record you just added to view the progress report questions.



Figure 112 - Edit Progress Report Record Detail

7. Provide answers to the questions, and click the Save button when you're done.

GOVERNOR'S OFFICE OF  
CRIME CONTROL & PREVENTION

Home | Grant Management | Address Book | Logout

Welcome back, externaluser! Logout

Grant Management > Grant Search

Grant Award Number: 18-2013-1492 | Award Amount: \$18,000.00 | Requested: \$0.00 | Reimbursed: \$0.00 | Available: \$18,000.00 | Report Period: 08/01/2012-08/30/2012 | Status: New

Progress Report | Spell Check | Save

Number	Question	Response
1	List and describe any challenges experienced for the School Bus Safety Enforcement Program during the reporting period. Include any request for technical assistance.	
2	Summarize the progress in completing goals/objectives for the grant. Include any best practices developed and/or implemented during the reporting period.	

Reports List

View	Report	Period Start	Period End	Status	Submitted	Last Update	Report Type
		08/01/2012	08/30/2012	New		08/08/2012	Progress Reports

Figure 113 - Answer Progress Report Questions

8. Submit your quarterly Progress Report for approval by clicking the drop-down list under the word Status and select "Submit for Approval". After doing this, the Status will change to Submitted.

GOVERNOR'S OFFICE OF  
CRIME CONTROL & PREVENTION

Home | Grant Management | Address Book | Logout

Welcome back, externaluser! Logout

Grant Management > Grant Search

Grant Award Number: 18-2013-1492 | Award Amount: \$18,000.00 | Requested: \$0.00 | Reimbursed: \$0.00 | Available: \$18,000.00 | Report Period: 08/01/2012-08/30/2012 | Status: New

Progress Report | Spell Check | Save

Number	Question	Response
1	List and describe any challenges experienced for the School Bus Safety Enforcement Program during the reporting period. Include any request for technical assistance.	There were no requests for technical assistance this month.
2	Summarize the progress in completing goals/objectives for the grant. Include any best practices developed and/or implemented during the reporting period.	The project has just begun but already we have made progress on our primary objectives.

Reports List

View	Report	Period Start	Period End	Status	Submitted	Last Update	Report Type
		08/01/2012	08/30/2012	New		08/08/2012	Progress Reports

Figure 114 - Submit Progress Report Answers for Approval

#### 5.3.1.4 Complete, Save, and Submit Financial Reports

1. Click on Reports in the Grant Award Menu to return you to the Reports process area screen.
2. Click on the Financial Reports bar highlighted in light blue in the process area to expand the section.

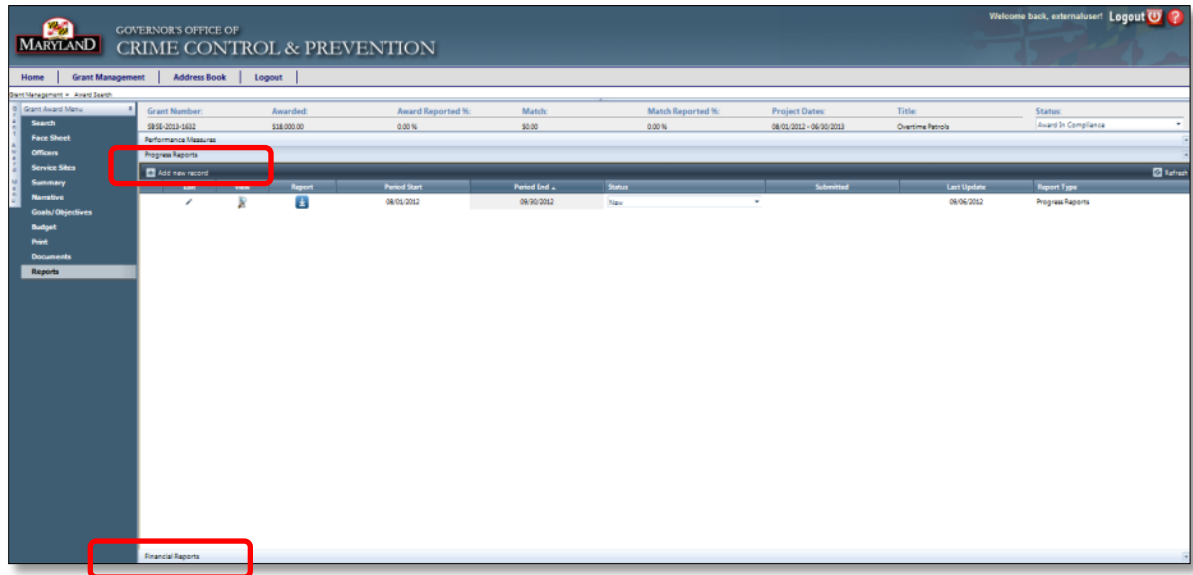


Figure 115 - Access Financial Reports Area

3. Click on the Add New Record icon to add a new Financial Report record.
4. The system automatically fills the period start and end date. The period start date is the first day of the first month of the quarter you're reporting. The period end date is the end date of the standard quarterly reporting period (which may be less the 3 months if the project started in the middle of one of the standard reporting periods) or the project end date, whichever is sooner.
5. Click the checkmark to save the dates. Doing this adds a new record for the reporting quarter.

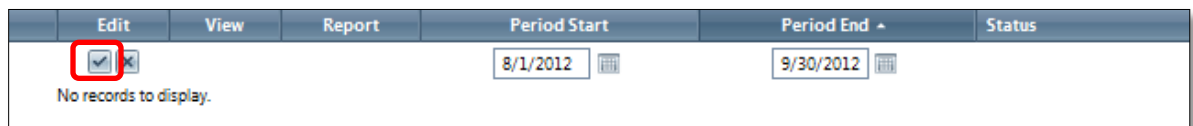


Figure 116-Insert new Financial Report

6. Click on the Magnifying glass icon in the View column of the record you just added to view the financial reporting area.



The screenshot shows the 'Grant Management' interface. At the top, there's a navigation bar with 'Home', 'Grant Management', 'Address Book', and 'Logout'. Below this, a 'Grant Award Menu' is visible on the left. The main area displays a table with columns: Grant Number, Awarded, Award Reported %, Match, Match Reported %, Project Dates, Title, and Status. A 'New' button is highlighted with a red box in the 'Add new record' section.

Figure 117 - Edit New Financial Reports Record

- The Grant Financial Report area is displayed and shows each budget category that was chosen when applying for your grant in a list on the left hand side. Enter your quarterly expenses into the blank text boxes next to each applicable category.

The screenshot shows the 'Financial Reports' section. It displays a table with columns: Category, Grant Funds Requested / Remaining, Cash Match Reported / Remaining, In-Kind Reported / Remaining, and Total Reported. The 'Save' button is highlighted with a red box. Below the table, there's a 'Financial Reports List' section.

Figure 118 - Enter Budget Items into Financial Report

- In the example shown in this figure, the project is funded entirely by grant dollars, so text boxes are only available in the Grant Dollars section.
- If any of the funding for your project comes from Cash Match or In-Kind Match, text boxes will be available in those sections.
- Dollars entered for each budget category in each area are summed and displayed in the Total Reported column on the right side of the process area.

8. When you've completed entering your budget information, click the SAVE button, in the upper right corner, to SAVE your work. NOTE: If you do not click Save before moving to a different item in the Grant Award Menu, you will lose your work.
9. Submit your quarterly Financial Report for approval by clicking the drop-down list under the word Status and selecting "Submit for Approval". After doing this, the Status will change to Submitted.

Figure 119 – Submit Financial Report for Approval

### 5.3.1.5 Print Programmatic Reports for Signature and Submission by Mail

The final step in Programmatic Reporting is to print, sign, and mail in your quarterly reports.

1. Click Reports in the Grant Award Menu to return to the Reports process area.
2. For each reporting category you completed, locate the record you just added and click on the Print icon in that record as shown in the figure below.

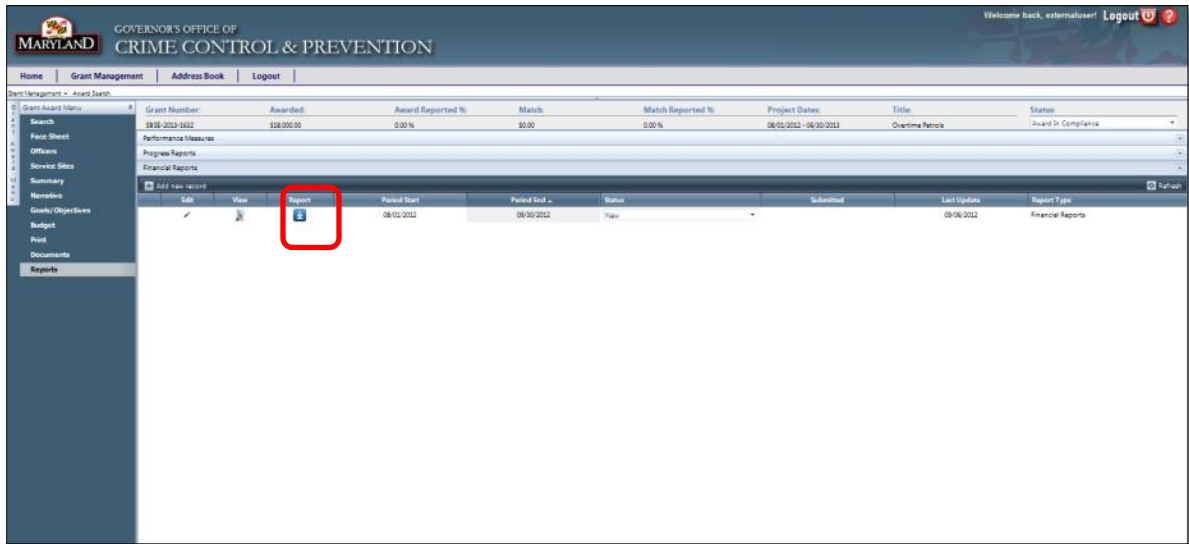


Figure 120 – Print Programmatic Reports

- When your browser prompts you (as shown in the figure below) either click Save to save the PDF report to your hard disk or click Open to open the report in Adobe Acrobat.

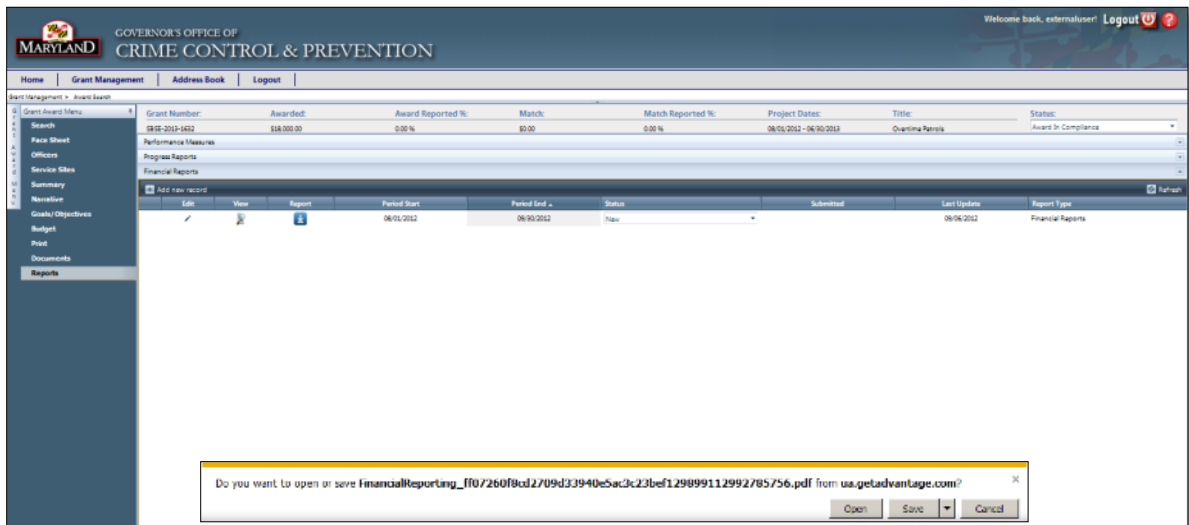


Figure 121 - Saving /Opening Programmatic Reports from Browser

- Print your report, sign where applicable, and mail to GOCCP.

## 6 Appendix – List of Figures

Figure 1 - Contact Support .....	1
Figure 2 - Public View of GOCCP GMS Website .....	2
Figure 3 - Page Navigation Tool .....	2
Figure 4 - GMS Login .....	3
Figure 5 - GMS Screen: Data Fields Appear Beside Labels .....	6
Figure 6 - GMS Screen: Data Fields Appear Below Labels .....	7
Figure 7 - GMS Home Page .....	8
Figure 8 - GMS Header Bar.....	8
Figure 9 - GMS Help Button .....	8
Figure 10 – Header Bar Center-Arrow.....	9
Figure 11 – Click Center-Arrow to Hide Header Bar .....	9
Figure 12 – Header Bar Hidden .....	10
Figure 13 – Header Bar Shown.....	10
Figure 14 - GMS Home Page Dashboards.....	11
Figure 15 - GMS Home Page Dashboard Components .....	11
Figure 16 - GMS Home Page Dashboard Scroll Bars.....	12
Figure 17 - Resize Dashboard Column Headings .....	12
Figure 18 - Page Navigation Tool .....	13
Figure 19 - GMS Home Page - Available Funding Dashboard .....	13
Figure 21 - NOFA Basic Parameter Information Pop-up Window .....	14
Figure 22 - GMS Home Page - Applications Dashboard .....	14
Figure 23 - Grant Application Menu.....	15
Figure 24 - Application Summary Popup.....	15
Figure 25 - Access the Application Search Feature .....	16
Figure 26 - Application Search Screen.....	16
Figure 27 - GMS Home Page - Grant Awards Dashboard .....	16
Figure 28 - Edit Grant Award Information.....	17
Figure 29 – Grant Award Summary Popup.....	17
Figure 30 - Application Summary Popup for a Grant Award .....	17
Figure 31 - Access the Award Search Feature .....	18
Figure 32 - Award Search Screen .....	18
Figure 33 – View only Active NOFAs .....	20
Figure 34 - Search for NOFAs by Code or Title .....	20
Figure 35 - View NOFA Overview Information .....	21
Figure 36 - NOFA Information Pop-Up Window.....	21
Figure 37 - View the harcopy NOFA .....	22
Figure 38 – Click Apply on NOFA to Begin Application Process.....	22
Figure 39 - Initial Grant Application Screen (Face Sheet) .....	23
Figure 40 - Enter Project Title .....	23
Figure 41 - View Applicant Agency Information.....	24
Figure 42 - Designate Applicant Agency as a Service Site .....	24
Figure 43 - Designate Implementing Agency as a Service Site .....	26
Figure 44 - Display the Contact Information Pop-Up Window .....	26
Figure 45 – Close the Contact Information Pop-Up Window .....	27
Figure 46 - Enter Proposed Start and End Dates .....	27
Figure 47 - Enter Preparer's Contact Information .....	28
Figure 48 - Save the Application .....	28
Figure 49 - Detailed Grant Application Screen .....	29
Figure 50 - Grant Menu Face Sheet Screen.....	30
Figure 51 - Click Officers in Grant Menu .....	31
Figure 52 - Grant Menu Officers Screen.....	31
Figure 53 - Select Project Director from Officer Type Drop-down List .....	32

Figure 54 - Find a Contact to Designate as an Officer .....	32
Figure 55 - Search Contacts using Keywords.....	33
Figure 56 - Click Check Box to Select Contact .....	33
Figure 57 - Officer Added to Project .....	34
Figure 58 - Project Director, Fiscal Officer, and Civil Rights Contact Added to Application.....	35
Figure 59 – Click Service Sites in Grant Menu .....	35
Figure 60 - Add a New Service Site Record .....	36
Figure 61 - Click Checkmark to Save New Service Site Record .....	36
Figure 62 - Click Summary in Grant Menu .....	37
Figure 63 - Add Project Summary .....	37
Figure 64 - Click Narrative in Grant Menu.....	38
Figure 65 - Add Narrative to your application.....	39
Figure 66 - Click Budget in the Grant Menu .....	40
Figure 67 - Original Grant Application Budget Screen.....	41
Figure 68 - Expand Budget Category and Add New Record .....	41
Figure 69 - Add Line Item Information .....	41
Figure 70 - Save new budget line item .....	42
Figure 71 - Budget Totals Updated based on New Line Item .....	43
Figure 72 - Repeat Add New Record for each Budget Item.....	43
Figure 73 - Add Budget Line Item Justification - Expand Record .....	44
Figure 74 - Click JUST to Enter Line Item Justification .....	44
Figure 75 - Type in justification and hit Save .....	45
Figure 76 - Access Documents in Grant Application Menu .....	46
Figure 77 – Add New Document Record to Grant Application.....	46
Figure 78 – New Document Data Entry Screen .....	46
Figure 79 – Select File from Computer to Upload to GMS .....	47
Figure 80 – Complete Remaining Data Entry .....	47
Figure 81 – New Document Record Displayed in List.....	48
Figure 82 – Access Print from Grant Application Menu .....	48
Figure 83 – Select Report from Drop-down List.....	49
Figure 84 – Select Forms to Include in Report .....	49
Figure 85 – Select Forms to Include in Report .....	49
Figure 86 – Select Forms to Include in Report .....	50
Figure 87 – Make Revisions using the Grant Application Menu.....	51
Figure 88 - Submit Application to GOCCP by Changing Status to Submit Application.....	51
Figure 89 - Submission Confirmation Message .....	52
Figure 90 - Click Home to Return to your Home Screen .....	53
Figure 91 - New Application is displayed in Home Screen - Applications Dashboard .....	53
Figure 92 - Add New Budget Revision.....	54
Figure 93 - Add New Budget Revision Window (Resized to view Current Budget Revision) .....	55
Figure 94 - Expand Budget Category and Add New Record .....	55
Figure 95 - Add Line Item Information .....	56
Figure 96 - Save new budget line item .....	56
Figure 97 - Budget Totals Updated based on New Line Item .....	57
Figure 98 - Complete Remaining Budget Entries.....	57
Figure 99 - Click Save Button to Save Budget Revision .....	58
Figure 100 - Returned to main Budget Revision screen with a new budget version number .....	58
Figure 101 - Edit Grant Award.....	59
Figure 102 - Grant Award Menu and Process Area .....	60
Figure 103 - Grant Award Menu - Reports Item.....	60
Figure 104 - Deleting a Newly Added Record (Must delete before submitting for approval) .....	61
Figure 105 - Add New Performance Measure Record.....	61
Figure 106 - View New Performance Measure Record Detail .....	62
Figure 107 - Answer Performance Measure Questions .....	62

Figure 108 - Submit Performance Measure Questions for Approval .....	62
Figure 109 - Access Grant Award Menu Reports .....	63
Figure 110-. Click on the Progress Report bar highlighted in light blue to expand the section .....	63
Figure 111 - Add New Progress Report Record .....	64
Figure 112-Insert a new Progress Report.....	64
Figure 113 - Edit Progress Report Record Detail .....	64
Figure 114 - Answer Progress Report Questions.....	65
Figure 115 - Submit Progress Report Answers for Approval .....	65
Figure 116 - Access Financial Reports Area .....	66
Figure 117-Insert new Financial Report .....	66
Figure 118 - Edit New Financial Reports Record .....	67
Figure 119 - Enter Budget Items into Financial Report .....	67
Figure 120 – Submit Financial Report for Approval .....	68
Figure 121 – Print Programmatic Reports.....	69
Figure 122 - Saving /Opening Programmatic Reports from Browser .....	69